Canon

# iR3245 / iR3245N
# iR3235 / iR3235N
# iR3225 / iR3225N

## Reference Guide

**Read this guide first.**

Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENGLISH

# Contents


## Before You Start Using This Machine

Installation Location and Handling ····1-2
Installation Precautions ····1-3
Avoid Installing the Machine in the Following Locations ····1-4
Select a Safe Power Supply ····1-7
Provide Adequate Installation Space ····1-8
Moving the Machine ····1-10
Handling Precautions ····1-11
Backing Up Data ····1-14
Parts and Their Functions ····1-16
External View ····1-17
Internal View ····1-19
Control Panel Parts and Functions ····1-20
Main Power and Control Panel Power ····1-22
How to Turn ON the Main Power ····1-23
Control Panel Power Switch ····1-29
Shutting Down the Machine ····1-30

## What This Machine Can Do

What This Machine Can Do ····2-2
Overview of the iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N ····2-6
The Touch Panel Display ····2-7
Switching the Functions Indicated on the Touch Panel Display ····2-8
Various Touch Panel Display Screens ····2-11
Adding New Functions ····2-13
Specifying Settings ····2-15
Functions That Conserve Power ····2-17
Checking, Changing, and Cancelling Print Jobs ····2-19
Displaying a Help Screen ····2-22
Reading Messages from the System Manager ····2-25
Types of Message Boards ····2-26
Other Useful Functions ····2-28

## Basic Operations


Using the Touch Panel Display ····3-2
Frequently Used Keys ····3-3
Touch Panel Key Display ····3-4
Adjusting the Brightness ····3-6
Entering Characters from the Touch Panel Display ····3-7
Entering Characters ····3-8
Values in Inches ····3-10
Entering the Department ID and Password ····3-11
Using a Login Service ····3-14
Placing Originals ····3-19
Document Sizes ····3-20
Orientation ····3-21
Platen Glass ····3-23
Feeder ····3-26
Making Prints Using the Stack Bypass ····3-29
Multifunctional Operations ····3-42
Available Paper Stock ····3-44
Volume Adjustment ····3-46
Adjusting the Alarm and Monitor Volume ····3-47
Tone Settings ····3-48
Checking the Counter and Controller Version ····3-51
Checking Job Status ····3-53
Checking Job Status from the System Monitor Screen ····3-54
Checking Job Status from the Print Job Screen ····3-59
Job Details ····3-61
Checking Copy/Print Job Details ····3-62
Checking Copy/Print Job Details from the System Monitor Screen ····3-63
Checking Copy/Print Job Details from the Print Job Screen ····3-65
Printing the Copy/Print Log ····3-67
Printing Copy/Print Log from the System Monitor Screen ····3-68
Printing the Copy/Print Log from the Print Job Screen ····3-70
Priority Printing ····3-71
Selecting the Job for Priority Printing from the System Monitor Screen ····3-72
Selecting the Job for Priority Printing from the Print Job Screen ····3-73

# Optional Equipment


System Configuration ····4-2
Optional Equipment ····4-3
Sample System Configurations ····4-6
System Options ····4-8
Available Combination of Options ····4-15
Utilities ····4-21
Cassette Feeding Unit-Y3 ····4-22
Parts and Their Functions ····4-23
Optional Accessories ····4-24
Paper Deck-Q1 ····4-25
Parts and Their Functions ····4-26
Envelope Feeder Attachment-C2 ····4-27
Parts and Their Functions ····4-28
Feeder (DADF-U1) ····4-29
Parts and Their Functions ····4-30
Platen Cover Type M ····4-31
Parts and Their Functions ····4-32
Finisher-S1/Puncher Unit-Q1/S1/T1 ····4-33
Parts and Their Functions ····4-34
Finishing Modes ····4-35
Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-L1/N1/P1 ····4-40
Parts and Their Functions ····4-41
Finishing Modes ····4-42
Inner 2 Way Tray-D1 ····4-47
Parts and Their Functions ····4-48
Copy Tray-J1 ····4-50
Parts and Their Functions ····4-51
Card Reader-C1 ····4-52
Procedure before Using the Machine ····4-53
Procedure after Using the Machine ····4-54
Department ID Management ····4-55
Flow of Additional Functions Operations ····4-56
Changing the Password and Page Limit ····4-59
Checking the Page Counts on a Control Card ····4-66
Checking and Printing Counter Information ····4-67

Clearing Page Totals ····4-69
Accepting Print and Scan Jobs with Unknown IDs ····4-71

## Additional Functions

What Are Additional Functions? ····5-2
Additional Functions Settings Table ····5-5
Specifying Common Settings ····5-25
Initial Function at Power ON ····5-26
Default Display after Auto Clear ····5-31
Display the Remaining Paper Message ····5-33
Inch Entry ····5-34
Auto Paper Selection/Auto Drawer Switching ····5-35
Designating the Envelope Type ····5-37
Identifying the Type of Paper in a Paper Source ····5-38
Paper Select Screen Priority ····5-40
Energy Consumption in the Sleep Mode ····5-41
Distinguishing LTRR and STMT Originals ····5-43
Output Tray Designation ····5-44
Setting the Printing Priority ····5-47
Image Form ····5-48
Storing an Image Form ····5-49
Checking Image Form Details ····5-52
Erasing an Image Form ····5-53
User-Defined Text for Page Numbers and Watermarks ····5-54
Registering User-Defined Text ····5-55
Editing User-Defined Text ····5-56
Erasing User-Defined Text ····5-57
Standard Paper for the Stack Bypass ····5-58
Setting the Speed or Print Side Priority ····5-61
Standard Local Print Settings ····5-63
Changing the Language Shown on the Touch Panel Display ····5-65
Reversing the Contrast of the Touch Panel Display ····5-66
Alternating the Print Output (Offset Jobs) ····5-67
Inserting a Job Separation Sheet between Print Jobs ····5-68
Inserting a Job Separation Sheet between Copy Sets ····5-70
Job Duration Display ····5-72

Number of Copies/Wait Time Status Display ····· 5-73
Setting an Output Tray to Hold Different Paper Sizes ····· 5-74
Clean the Original Scanning Area Prompt ····· 5-75
Data Compression Ratio for Remote Scans ····· 5-76
Setting the Gamma Value for Remote Scans ····· 5-77
Limiting Functions ····· 5-78
Returning the Common Settings to Their Defaults ····· 5-79
Timer Settings ····· 5-80
Current Time Adjustment ····· 5-81
Auto Sleep Time ····· 5-82
Auto Clear Time ····· 5-83
Time Until Unit Quiets Down ····· 5-84
Daily Timer Settings ····· 5-85
Adjusting the Machine ····· 5-86
Zoom Fine Adjustment ····· 5-87
Saddle Stitch Staple Repositioning ····· 5-88
Saddle Stitch Position Adjustment ····· 5-89
Creep (Displacement) Correction Adjustment ····· 5-90
Automatic Gradation Adjustment ····· 5-91
Exposure Recalibration ····· 5-93
Adjusting the Secure Watermark Mode Settings ····· 5-94
Automatic Feeder Cleaning ····· 5-100

## Security

Specifying the System Manager Settings ····· 6-2
Department ID Management ····· 6-5
Registering the Department ID, Password, and Page Limit ····· 6-7
Changing the Password and Page Limit ····· 6-12
Erasing the Department ID and Password ····· 6-15
Checking and Printing Counter Information ····· 6-17
Clearing Page Totals ····· 6-19
Accepting Print and Scan Jobs with Unknown IDs ····· 6-20
Remote UI ····· 6-22
Device Information Settings ····· 6-24
Clearing the Message Board ····· 6-26
Auto Online/Offline ····· 6-27

Auto Online ····· 6-28
Auto Offline ····· 6-29
Current Date and Time ····· 6-30
License Registration ····· 6-33
Setting System Monitor Screen Restrictions ····· 6-36
Restricting Access to the System Monitor Screen ····· 6-37
Setting to Allow Secured Printing from the System Monitor Screen ····· 6-38
Setting to Display Job Logs from the System Monitor Screen ····· 6-39
MEAP Settings ····· 6-41
Use HTTP Server ····· 6-42
Printing Installed Application Information ····· 6-44
Copy Set Numbering Options ····· 6-47
Displaying the Current Department ID/User Name ····· 6-50
USB Settings ····· 6-51
Using a USB Device ····· 6-52
Specifying Device Information Delivery Settings ····· 6-53
Registering/Deleting/Printing Delivery Destinations ····· 6-56
Registering Delivery Destinations ····· 6-57
Confirming Delivery Destination Settings ····· 6-60
Deleting a Delivery Destination ····· 6-61
Printing the Delivery Destinations ····· 6-62
Setting Automatic Delivery ····· 6-63
Setting Manual Delivery ····· 6-67
Restricting the Reception of Device Information ····· 6-69
Restoring Device Information ····· 6-70
Restricting the Type of Information That Is Updated ····· 6-71
Checking/Printing the Communication Log ····· 6-73
Checking the Communication Log ····· 6-74
Printing the Communication Log ····· 6-75
Initializing All Data/Settings ····· 6-77
Setting the Display Method When Entering a Password ····· 6-80
Setting the Secure Watermark Mode ····· 6-81
Forced Secure Watermark ····· 6-82
Printer Driver Secure Watermark ····· 6-87
Specifying Encrypted Secured Printing Settings ····· 6-92
Setting to Receive Only Encrypted Secured Print Jobs ····· 6-93

Detecting and Installing Drivers that Support Functions Specified on the Machine into Your Computer ····· 6-94
Specifying Settings for All User Inboxes ····· 6-95
Setting the Time until Documents Are Automatically Erased ····· 6-96
Printing upon Storing from the Printer Driver ····· 6-97
Restricting Printer Jobs ····· 6-98
Storing/Editing Irregular Paper Types ····· 6-99
Storing Irregular Paper Types ····· 6-100
Editing Irregular Paper Types ····· 6-102
Erasing Irregular Paper Types ····· 6-104

chapter 1

# Before You Start Using This Machine

This category describes what you should know before using the machine.

# Installation Location and Handling

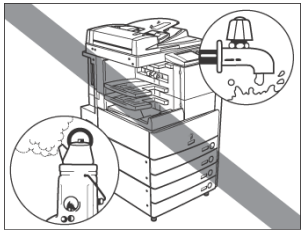
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

# Installation Precautions

# Avoid Installing the Machine in the Following Locations

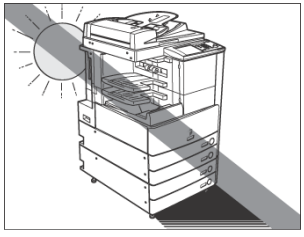
## Avoid locations subject to temperature and humidity extremes, whether low or high.

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



## Avoid installing the machine in direct sunlight.

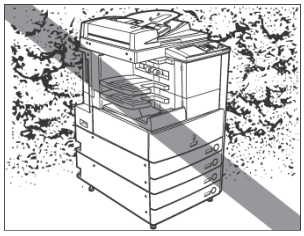
If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



## Avoid poorly ventilated locations.

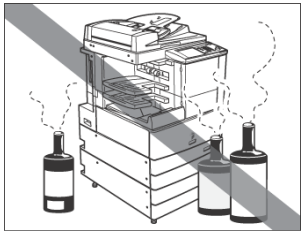
This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of

machine operation.



- **Avoid locations where a considerable amount of dust accumulates.**

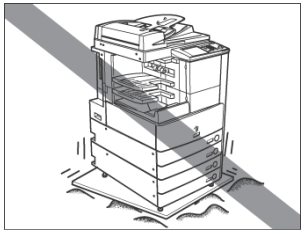
- **Avoid locations where ammonia gas is emitted.**



- **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

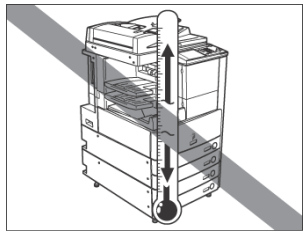
- **Avoid locations that are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.



- **Avoid exposing the machine to rapid changes in temperature.**

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



### Avoid installing the machine near computers or other precision electronic equipment.

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

### Avoid installing the machine near televisions, radios, or similar electronic equipment.

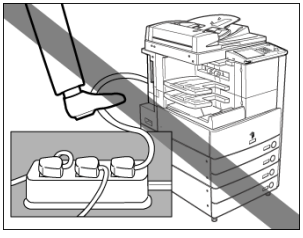
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

### Do not remove the machine's leveling feet.

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

## Select a Safe Power Supply

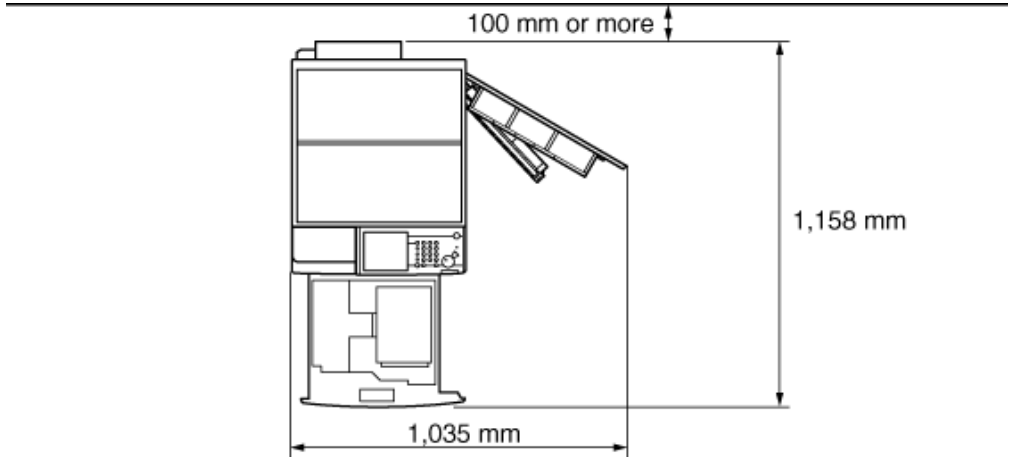
- **Plug the machine into a 220 - 240 V AC outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



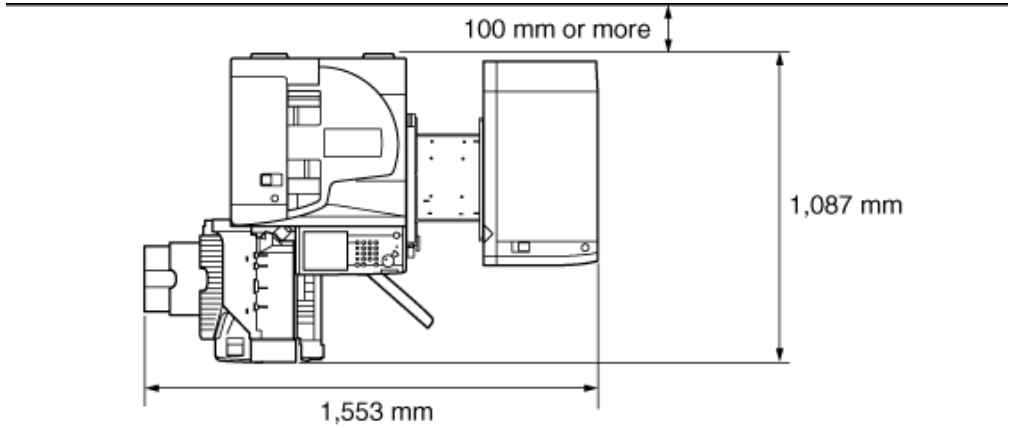
# Provide Adequate Installation Space

**Provide enough space on each side of the machine for unrestricted operation.**

No option is attached.

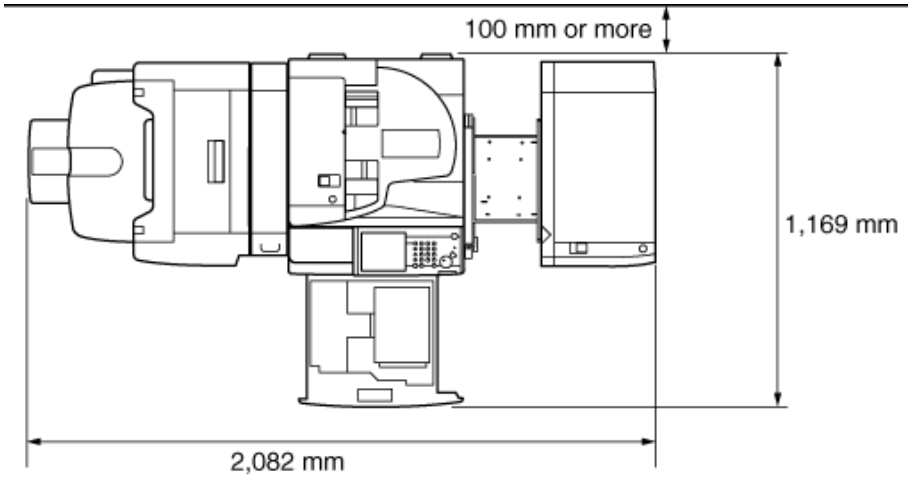



The optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N), Finisher-S1, and Paper Deck-Q1 are attached.



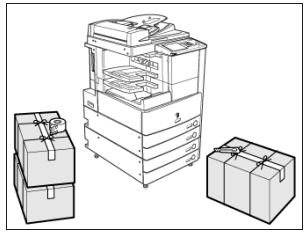

The optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N), Saddle

Finisher-AE2, Puncher Unit-L1, Buffer Pass Unit-E2, and Paper Deck-Q1 are attached.



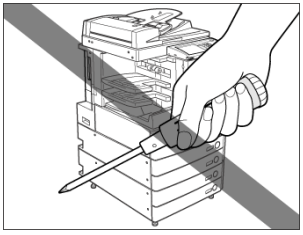
# Moving the Machine

- **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.**



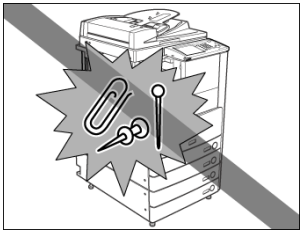
## Handling Precautions

- **Do not attempt to disassemble or modify the machine.**

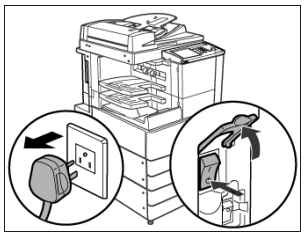


- **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

- **Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.**

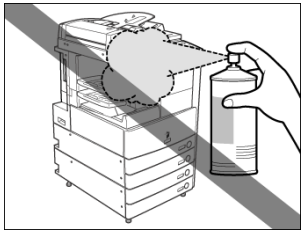


- **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



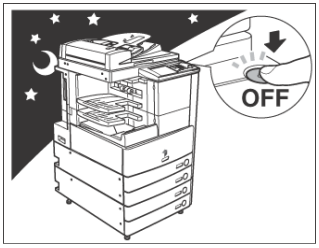
- **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.**

- **Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.**



- **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

- **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**




- **Use a modular cable that is shorter than three metres.**

# Backing Up Data

Data such as the Address Book and Additional Functions settings are stored on the internal hard disk of the machine.

Please regularly back up your important data, as it is possible that a malfunction in the hard disk may cause received data and stored data to be lost.

Please note that Canon will not be held responsible for any damages caused by the loss of data.

The data that can be backed up is indicated below.

## Address Book, Additional Functions settings, forwarding settings, Mail Box function data (User Inbox data, forms for the Form Composition mode)

For information on backing up (exporting) this data, see the Remote UI Guide.

## Data that can be backed up using the Device Information Delivery Settings mode

You can perform temporary backing up of your data by delivering data registered in the machine to other client machines. For information on the Device Information Delivery Settings mode, see "Security(p.6-1)."

## Data relating to MEAP

- License files for MEAP applications

For information on backing up (downloading) license files, see the MEAP SMS Administrator Guide.

- User authentication information registered for the Local Device Authentication system of SSO-H (Single Sign-On H)

For information on backing up (exporting) user authentication information, see the MEAP SMS Administrator Guide.

- Data stored by MEAP applications

You may be able to back up data stored by MEAP applications, depending on the application. For

more information, see the documentation for each MEAP application.

**Remark**

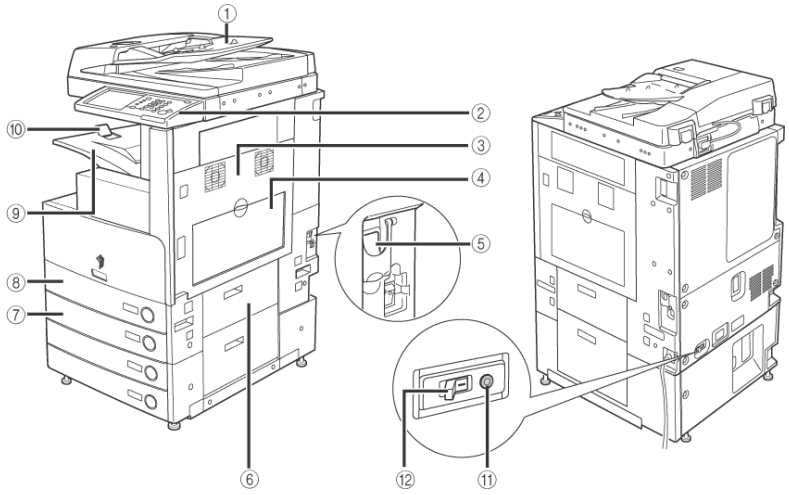
If your machine is not connected to a network, it is recommended that you print and store important information such as the Address Book. See the Sending and Facsimile Guide.

# Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, control panel, and the touch panel display. An illustration of the machine with some optional equipment attached to it is also provided. For more information on optional equipment, parts and their functions, see "Optional Equipment(p.4-1)."

# External View

The optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N) and Cassette Feeding Unit-Y3 are attached.




| | | | |
|---|---|---|---|
| **1** | Feeder (DADF-U1) (Optional)<br>Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make two or one sided copies. The feeder (DADF-U1) is standard-equipped for the iR3245N/iR3235N/iR3225N. | **2** | Control Panel<br>Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions(p.1-20).") |
| **3** | Main Unit's Right Cover<br>Open this cover when clearing a paper jam inside the main unit. | **4** | Stack Bypass<br>Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. (See "Basic Operations(p.3-1).") |
| **5** | Main Power Switch<br>Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power(p.1-22).") | **6** | Paper Drawer's Right Cover<br>Open this cover when clearing a paper jam in Paper Drawers 1 and 2. |
| **7** | Paper Drawer 2<br>Holds up to 550 sheets of paper (80 g/m$^2$). | **8** | Paper Drawer 1<br>Holds up to 550 sheets of paper (80 g/m$^2$). |

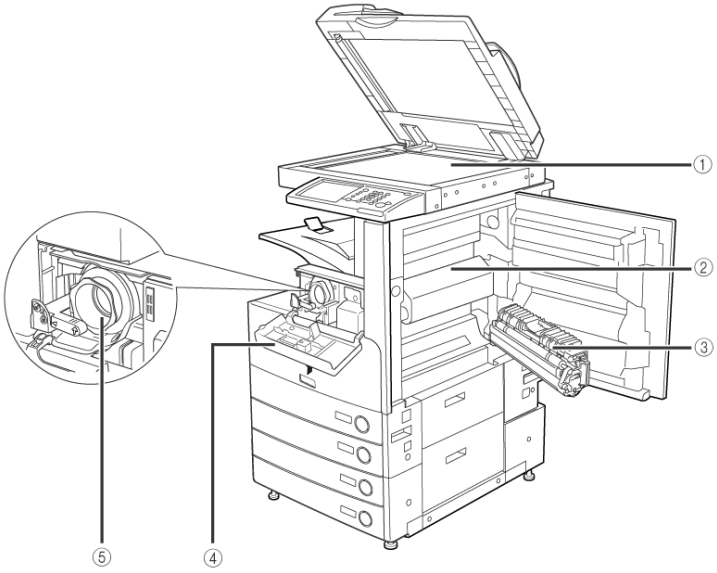
| | | | |
|---|---|---|---|
| **9** | Output Tray<br>Prints and copies are output to this tray. | **10** | Output Paper Tray Guide<br>Tilt the output paper tray guide up to prevent output papers from falling down. |
| **11** | Test Button<br>Press this button to periodically test the circuit breaker. | **12** | Breaker<br>Detects excess current or leakage current. |

**Remark**

For more information on the optional equipment parts and their functions, see "Optional Equipment(p.4-1)."

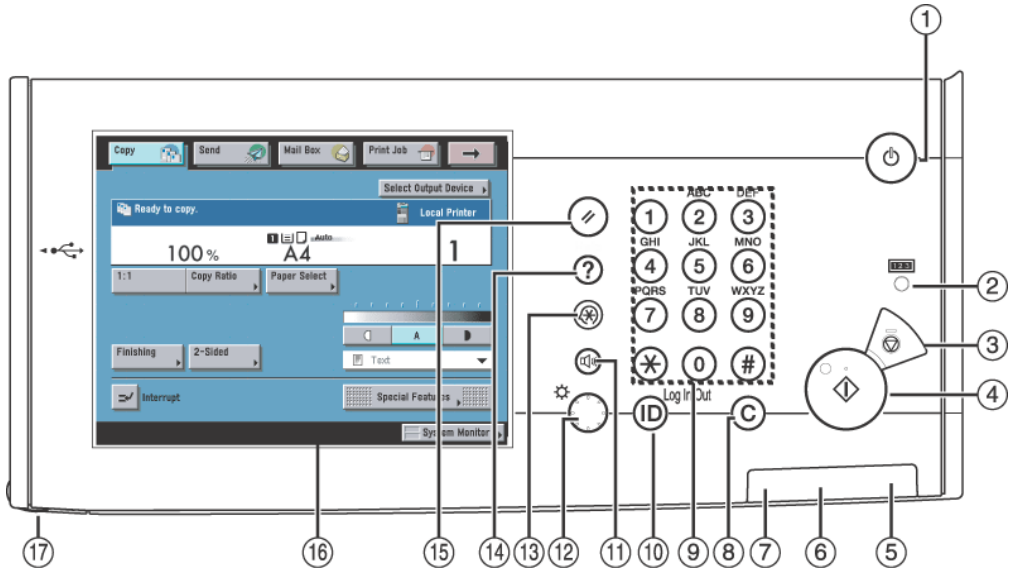
# Internal View

The optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N) and Cassette Feeding Unit-Y3 are attached.




| | | | |
|---|---|---|---|
| **1** | Platen Glass<br>Use the platen glass when scanning books, thick originals, thin originals, transparencies, etc. | **2** | Fixing Unit's Upper Cover<br>Open this cover to clear a paper jam in the fixing unit. |
| **3** | Duplexing Unit<br>Pull out the duplexing unit to clear a paper jam. | **4** | Toner Supply Port Cover<br>Open this cover to replace the toner cartridge. |
| **5** | Toner Cartridge<br>When toner runs out, pull out the toner cartridge, and replace it with a new one. Toner cartridges are sold separately (not standard equipment). | | |

# Control Panel Parts and Functions




| | | | |
|---|---|---|---|
| **1** | Control Panel Power Switch (Sub Power Supply)<br>Press to turn the control panel ON or OFF. When the control panel power switch is held for more than three seconds, it initiates the Shutdown mode. (See "Shutting Down the Machine(p.1-30).") When turned OFF, the machine is in the Sleep mode. | **2** | Counter Check key<br>Press to display the copy and print count totals on the touch panel display. |
| **3** | Stop key<br>Press to stop a job in progress, such as a scan, copy, or fax (scanning only) job. | **4** | Start key<br>Press to start an operation. |
| **5** | Main Power Indicator<br>Lights when the main power is turned ON. | **6** | Error Indicator<br>Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer. |

| | | | |
|---|---|---|---|
| **7** | Processing/Data Indicator<br>Flashes or blinks green when the machine is performing operations, and maintains a steady green light when fax data is stored in memory. | **8** | Clear key<br>Press to clear entered values or characters. |
| **9** | Numeric keys<br>Press to enter numerical values. | **10** | ID (Log In/Out) key<br>Press when setting or enabling Department ID Management. |
| **11** | Fax Volume Settings Key<br>Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume. | **12** | Brightness Adjustment Dial<br>Use to adjust the brightness of the touch panel display. |
| **13** | Additional Functions key<br>Press to specify additional functions. | **14** | Help key<br>Press to display explanations and instructions of modes or functions on the touch panel display. |
| **15** | Reset key<br>Press to restore the standard settings of the machine. | **16** | Touch Panel Display<br>The settings screen for each function is shown on this display. |
| **17** | Edit Pen<br>Use when operating the touch panel display, such as to enter characters. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end on the control panel, such as a pencil or ballpoint pen, in place of the edit pen. | | |

## Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

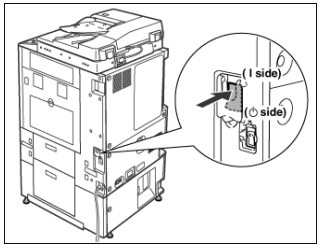
# How to Turn ON the Main Power

This section explains how to turn ON the main power.

**1. Make sure that the power plug is firmly inserted into the power outlet.**

⚠ Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

**2. Press the main power switch to the "I" side. The main power switch is located on the right side of the machine.**




The main power indicator on the control panel lights when the main power switch is turned ON.

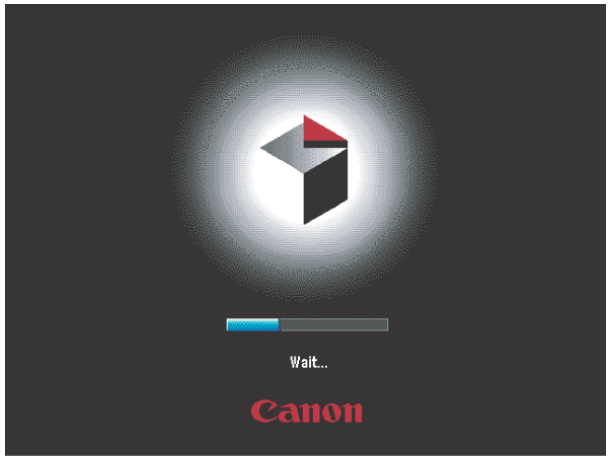
If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF.

**3. The screens shown below are displayed while the system software is loading.**

- If login authentication by a login service (SSO-H (Single Sign-On H)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):
- If login authentication by a login service (SSO-H) is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):
- If login authentication by a login service (SSO-H) is set:

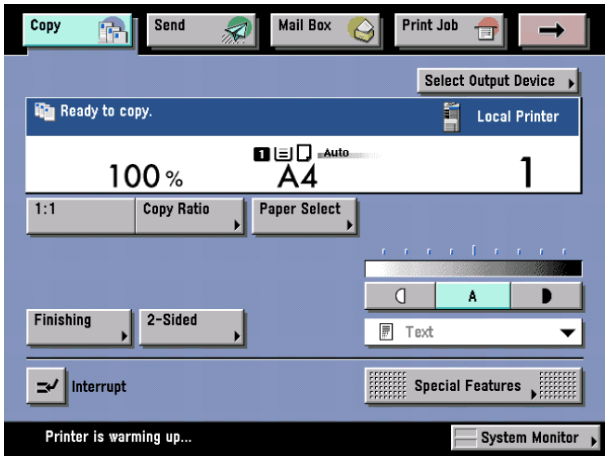
- **If login authentication by a login service (SSO-H (Single Sign-On H)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**

  - ☐ **The Start Up screen is displayed until the machine is ready to scan.**




If a message is displayed on the touch panel display, proceed to step 4.

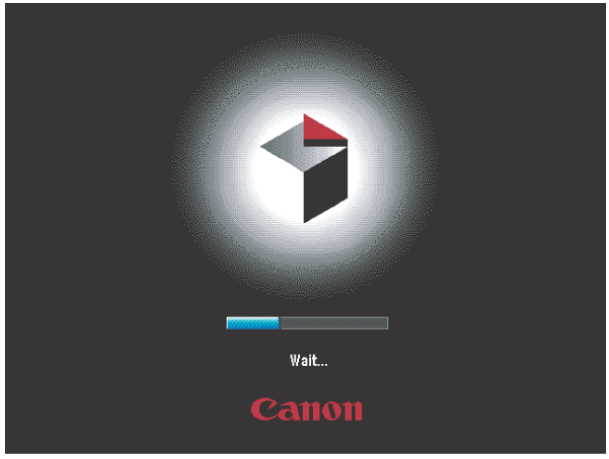
**☐ The screen below is displayed when the machine is ready to scan.**



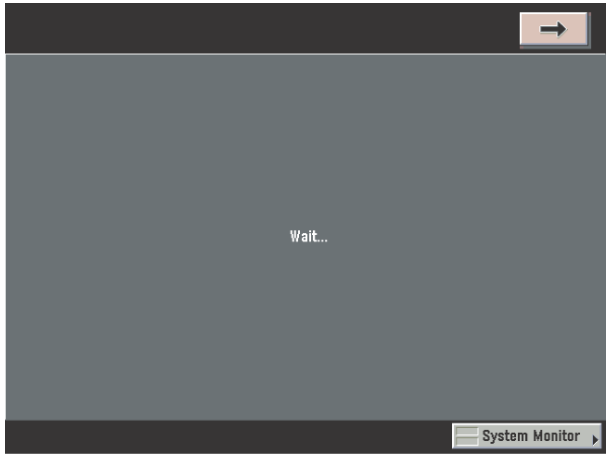

- Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine finishes warming up. (See the Copying and Mail Box Guide.)
- In the case above, the standard settings are selected.
- The standard copy settings are:
  - Copy Ratio: 1:1 (100%)
  - Paper Selection: Auto Paper Selection
  - Copy Exposure: Automatic Exposure Adjustment
  - Copy Quantity: 1
  - Copy Function: 1 ▶ 1-sided copy
- The standard settings for each function of the machine (Copy, Mail Box, Send, and Fax) are already set at the factory, but you can change them to suit your needs. (See the Copying and Mail Box Guide and the Sending and Facsimile Guide.)
- You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See "Additional Functions(p.5-1).")
- If you press [ → ] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, and then press [ → ] again.
- If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).

- **If login authentication by a login service (SSO-H) is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**

  - **The Start Up screen is displayed until the machine is ready to scan.**

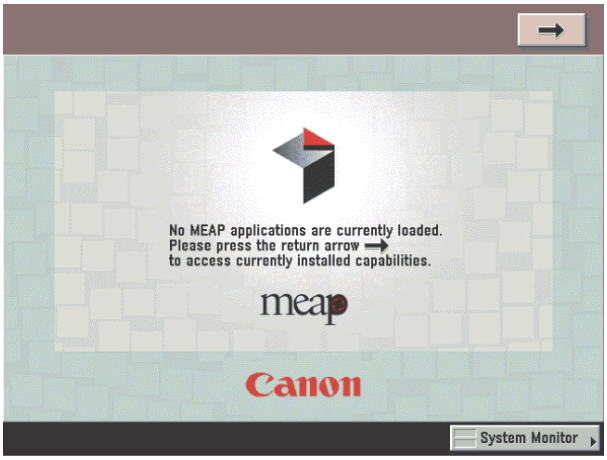



  - **After the Start Up screen disappears, the MEAP Start Up screen is displayed.**



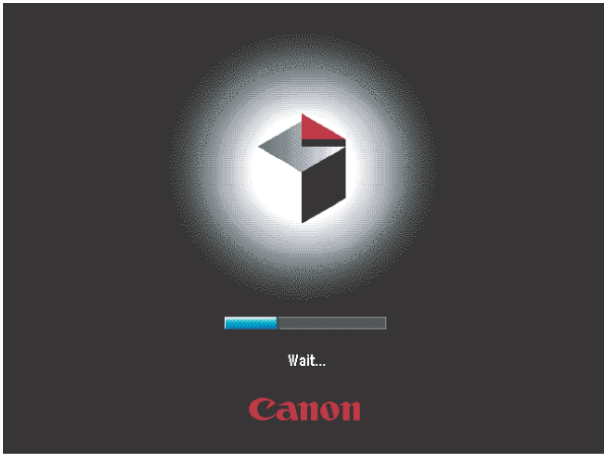

You can press [ → ] to switch to the Basic Features screen to use the Copy, Mail Box, etc. functions even if the MEAP Start Up screen is still displayed.

☐ **The MEAP Application screen is displayed.**

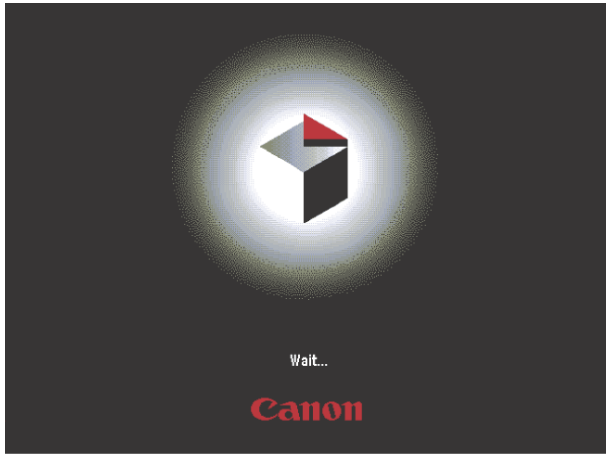



● **If login authentication by a login service (SSO-H) is set:**

☐ **The Start Up screen is displayed until the machine is ready to scan.**



☐ **After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Set as Initial Function settings.**



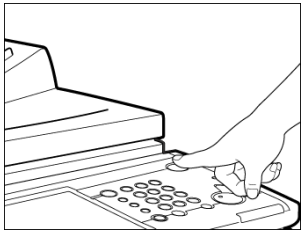

- Do not turn the main power OFF, if you want to send or receive I-fax documents. Also, do not turn the main power OFF, if the optional Color Universal Send Kit is activated, or the optional Super G3 FAX Board is installed, and you want to be able to send or receive fax documents. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- If SSO-H is set as the login service, the machine will take longer to become ready to scan.

## 4. If you are using a login service, log in using the procedure for the login service you are using.

- If you are using Department ID Management with the optional Card Reader-C1, see "Optional Equipment(p.4-1)."
- If you are using Department ID Management, see "Basic Operations(p.3-1)."
- If you are using SSO-H, see "Basic Operations(p.3-1)."

## Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



**Remark**

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax and fax documents can also be received while the machine is in the Sleep mode.
- It takes approximately 10 seconds to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.

# Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON. When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

**Remark**

| | |
|---|---|
| If you turn the main power of the machine OFF without following the procedure below, copies output the next time the machine is turned ON may not be printed correctly. In this case, printing will return to normal after a certain number of copies are output. | |

**1. Press and hold the control panel power switch for more than three seconds.**

If the machine is in the Sleep mode, press the control panel power switch one time to cancel the Sleep mode, and then press and hold the control panel power switch again for more than three seconds.

The job confirmation screen is displayed.

Do not initiate the Shutdown mode while fonts are being downloaded.

You can also force the machine into the Shutdown mode by pressing → [Common Settings] → [Shutdown Mode].

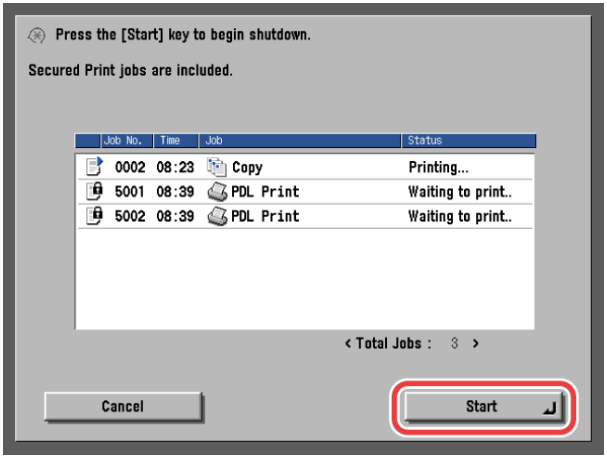
You cannot force the machine into the Shutdown mode in the following cases:

- When the machine is receiving and updating device information
- When the machine is browsing device information
- When the machine is importing or exporting data using the Remote UI function

In a rare instance, the machine may not go into the Shutdown mode even if you press and hold the control panel power switch for more than three seconds. In this case, follow the instructions on the touch panel display to turn OFF the main power.

If print data is sent while the machine is in the Shutdown mode, the machine may receive the data, depending on the print data's size. However, the print data is not printed.

**2. Confirm the jobs currently being processed or waiting to be processed → press [Start].**




Jobs continue to be processed until [Start] is pressed.

To cancel the Shutdown mode, press [Cancel].

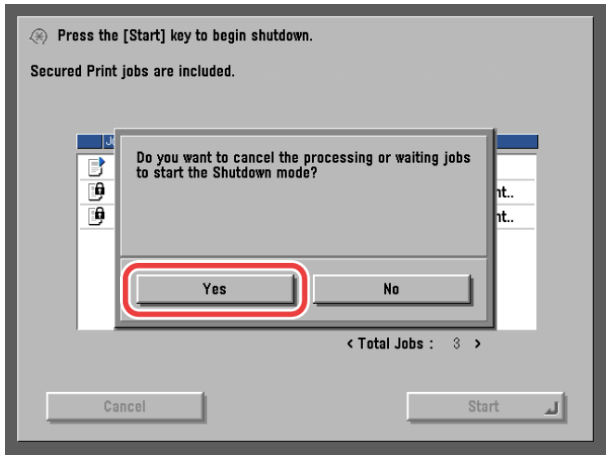
If there are no current jobs, proceed to step 4.

Jobs that are displayed on the job confirmation screen are:

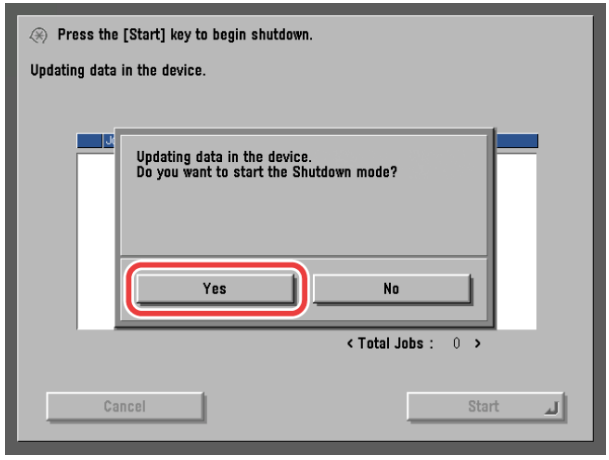
- Current copy, fax, and print jobs (including secured print jobs)
- Copy and print jobs (including secured print jobs) that are waiting to be processed

On the job confirmation screen, the current job is displayed on the first line, and the other jobs are processed in the order in which they were reserved (up to seven jobs).

3. **Confirm the message displayed → press [Yes].**


Press the [Start] key to begin shutdown.
Secured Print jobs are included.
Do you want to cancel the processing or waiting jobs to start the Shutdown mode?
Yes
No
Total Jobs : 3
Cancel
Start

If There Are Jobs Currently Being Processed or Waiting to Be Processed

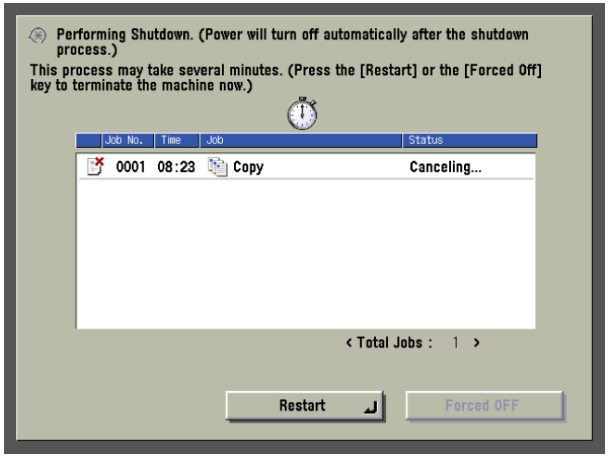



If the Device Information Is Being Delivered

All of the jobs on the confirmation screen being processed or waiting to be processed are cancelled. The machine and any network communication processes also start to shut down.

The Performing Shutdown screen appears.

4. **When the following screen appears, wait for the machine to complete the shutdown process.**




If you need to immediately operate the machine after starting the shutdown process, press [Restart] → [Yes].

If you press [Restart] when device information is being updated, a message asking for your confirmation to continue appears on the screen. Press [Yes].

⚠ You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing [Forced Off]. If you press [Forced Off] while data is being processed or the machine is shutting down, a message asking for your confirmation to continue appears on the screen. Press [Yes]. However, as it is possible that this will destroy data, which is being processed or cause damage to the machine, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.

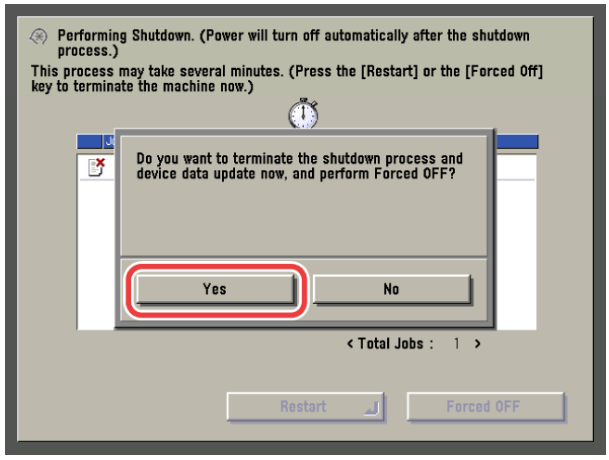
When the machine shuts down, it also performs an internal cooling down process. It may take some time for the machine to shut down due to this process.

It may take some time for the machine to completely shut down depending on the application you are using.

The screen below is displayed when you press [Forced Off] in the following case.

- When the hardware is in finishing process

- When device information is being updated


Performing Shutdown. (Power will turn off automatically after the shutdown process.)
This process may take several minutes. (Press the [Restart] or the [Forced Off] key to terminate the machine now.)
Do you want to terminate the shutdown process and device data update now, and perform Forced OFF?
Yes
No
< Total Jobs : 1 >
Restart
Forced OFF

**5. After the machine shuts down, the control power switch automatically turns OFF and the main power switch of machine automatically switches to the " ⏻ " side.**

The machine may continue to operate during or after the shutdown process. Do not unplug the power cord until the device sounds stop.

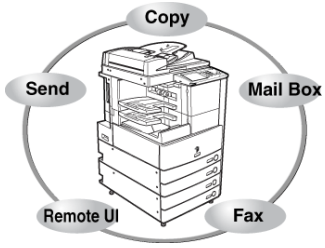
chapter 2

# What This Machine Can Do

This category describes the features of the machine and its useful functions.

# What This Machine Can Do

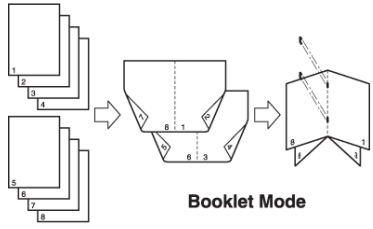
All the elements you will ever need in a digital multitasking machine




The iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N incorporates a rich array of input and output features that cangreatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N represents the ultimate in digital multitasking machines.

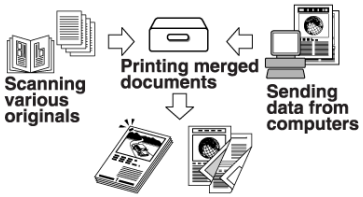
An asterisk (*) indicates functions, which require optional equipment. For information on the optional equipment required to use each function, and the available combinations of optional equipment, see "Optional Equipment(p.4-1)."

## Copying → See the Copying and Mail Box Guide



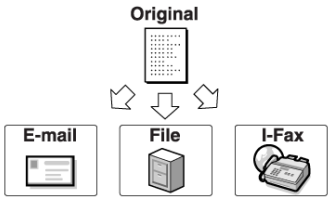

In addition to normal copying functions, convenient new functions, such as "Sample Set" which helps to avoid copy errors, "Booklet" for making copies into booklets, and "Different Size Originals" for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

## Mail Box Function → See the Copying and Mail Box Guide



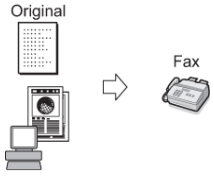

The Mail Box function enables you to save document data that has been scanned from the scanner unit or created on a PC. The saved data can be printed at a specified time, or merged with separately saved data or data created on a PC for simultaneous processing.

### Sending Function* → See the Sending and Facsimile Guide



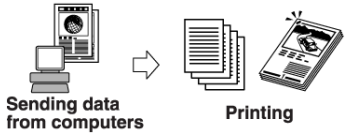

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (PDF, JPEG, TIFF, and XPS), which offer you greater flexibility in accommodating digital workplace environments.

### Faxing* → See the Sending and Facsimile Guide



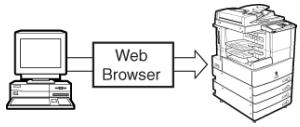

In addition to normal facsimile functions, the machine offers you Super G3 compatibility, which enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines. Scanned documents as well as documents stored in the inbox, and computer data can be sent by facsimile. You can also send documents to multiple addresses and forward received facsimile to another destination.

### Printing* → See the PS/PCL/UFR II Printer Guide




If the UFR II Printer Kit, UFR II/PCL Printer Kit, or PS Printer Kit is activated, you can upgrade this machine to a high-speed network printer. Various outputs are also possible when printing, such as 2-sided printing and page alignment. The PS Printer Kit is also equipped with the Direct Print functions, which enables you to print a TIFF, PDF, or XPS without opening the file from your computer, using the Remote UI.

### Using the Remote User Interface → See the Remote UI Guide

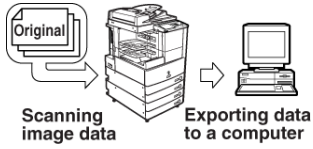



You can control functions, such as confirming the status of the machine, job operations, and printing instructions for data saved in inboxes, all from your PC's Web browser.

### Applying MEAP → See the MEAP SMS Administrator Guide

The MEAP (Multifunctional Embedded Application Platform) incorporated in the machine enables you to install applications to expand the functions of the machine.

### Network Scanning* → See the Network ScanGear Guide

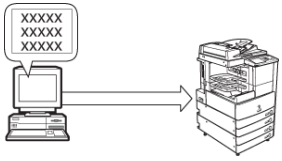



If the UFR II Printer Kit, UFR II/PCL Printer Kit, or PS Printer Kit is activated, you can scan a document using the machine, and read the data in an application you are using on your computer. You can scan images ofup to A3 in size at a resolution of 600 × 600 dpi.

* The Network ScanGear software is supplied on the accompanying CD-ROM. For more information

on the Network Scan function, see the Network ScanGear Guide.

### Applying Utility Software → See the Network ScanGear Guide




You can perform various settings of the machine connected to a network when using utility software. You can perform initial settings, confirm the status of the machine, and manage documents.

# Overview of the iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N

Most operations on this machine are executed from the touch panel display. By pressing the keys according to the instructions on the touch panel display, you can utilize almost all of the functions of this machine.

**Remark**

- Press the touch panel display keys gently with your fingers or the edit pen. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.
- Before using the touch panel display, peel off the protective film from the display.

# The Touch Panel Display

Keys for using the machine's main functions are located on the top of the touch panel display. To use any of the desired function's features, you must first press the key for the desired function. The area on the bottom of the touch panel display is used for messages that indicate the status of the machine. The System Monitor key, which enables you to check the status of the various devices, jobs, and consumables, is also displayed here.

# Switching the Functions Indicated on the Touch Panel Display

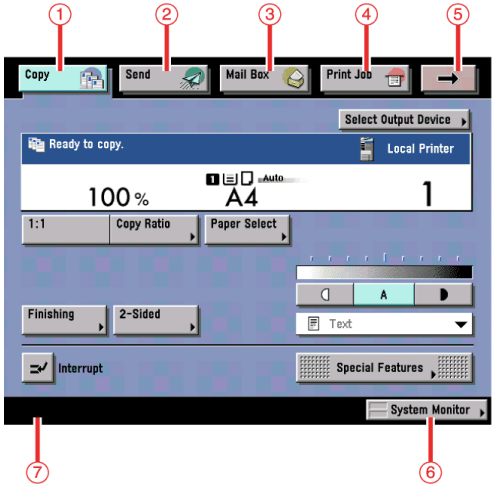
After the power is turned ON, the following screen appears on the touch panel display. You can press [Copy], [Send], [Mail Box], [Print Job], [Scan], or [System Monitor] to change functions. (See "Additional Functions(p.5-1).") To display other functions, such as an installed MEAP (Multifunctional Embedded Application Platform) application, press [ → ].

**Remark**

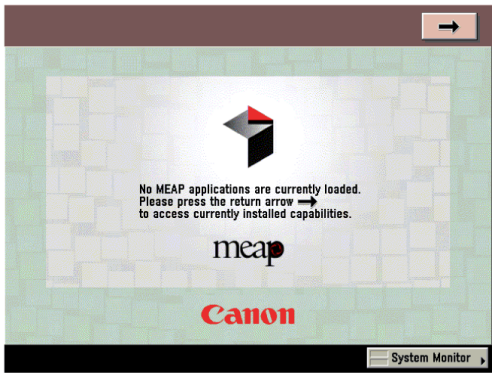
- For information on the various keys displayed on the touch panel display, see "Various Touch PanelDisplay Screens(p.2-11)."
- You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send or Fax, Mail Box, Print Job, MEAP, or System Monitor screen.

## Keys Displayed on the Touch Panel Display

The Copy Basic Features screen is shown as an example below.




**Page 1 of the Basic Features Screen (Group A)**




**MEAP Application Screen**

**Page 2 of the Basic Features Screen (Group B)**

| | | | |
|---|---|---|---|
| **1** | Copy<br>Press this key to access the machine's copying functions. (See the Copying and Mail Box Guide.) | **2** | Send<br>Press this key to access the machine's sending functions, and facsimile functions. (See the Sending and Facsimile Guide.) |
| **3** | Mail Box<br>Press this key to access the machine's mailbox functions. (See the Copying and Mail Box Guide.) | **4** | Print Job<br>Press this key to check or cancel print jobs, and to check or print the print job log. (See "Basic Operations(p.3-1).") |
| **5** | →<br>Press this key to gain access to hidden function keys. The function keys are displayed on two screens. You can also customize the order of the function keys in Function Display Settings in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).") | **6** | System Monitor<br>Press this key to change, check, or cancel jobs, and to check or print the job log. (See "Basic Operations(p.3-1).") |

| | | | |
|---|---|---|---|
| **7** | Job/Print Status Display Area<br>The progress of jobs and copy operations, and the status of devices and consumables are displayed here. Also, depending on the login service you are using, the current ID or user name can be displayed here. (See "Security(p.6-1).") | **8** | Scan<br>Press this key to use the Network Scan function. (See the Network ScanGear Guide.) |
| **9** | Web Access<br>Press this key to view Web pages. | | |

# Various Touch Panel Display Screens

The top of the touch panel display may differ according to the optional equipment attached to the machine.

## For the iR3245/iR3235/iR3225

The following table indicates the various combination of function keys displayed on the touch panel display for the iR3245/iR3235/iR3225

| Attached Optional Equipment | Displayed Function Keys |
|---|---|
| None | |
| Color Universal Send Kit | |
| UFR II/PCL Printer Kit | |
| Color Universal Send Kit and UFR II/PCL Printer Kit | |
| Super G3 FAX Board and UFR II/PCL Printer Kit | |
| Color Universal Send Kit, UFR II/PCL Printer Kit, and Web Access Software | |

## For the iR3245N/iR3235N/iR3225N

The following table indicates the various combination of function keys displayed on the touch panel display for the iR3245N/iR3235N/iR3225N

| Attached Optional Equipment | Displayed Function Keys |
|---|---|
| None | |
| Color Universal Send Kit | |
| Super G3 FAX Board | |
| Color Universal Send Kit and Web Access Software | |

# Adding New Functions

This machine is compliant with MEAP (Multifunctional Embedded Application Platform). MEAP is a software platform that enables the development of custom applications based on Sun Microsystems' Java and Java 2 Platform, Micro Edition (J2ME).

MEAP enables you to do the following:

## Install/Uninstall Customized Applications

Installing MEAP applications enables you to utilize new customizable functions for the machine. You can also uninstall these applications.

**Remark**

For instructions on installing and uninstalling MEAP applications, see the MEAP SMS Administrator Guide.

## User Management and Restriction Using a Login Service

A login service manages data relating to users using the machine. The following two login services are available:

- Default Authentication
  Use the authentication method set on the machine, such as Department ID Management or SystemManager Settings, as the login service.

- SSO-H (Single Sign-On H)
  A login service which can be used in an Active Directory environment network or in the machine. It contains the following user authentication systems. (See the MEAP SMS Administrator Guide.)

  - Domain Authentication
  - Local Device Authentication
  - Domain Authentication + Local Device Authentication

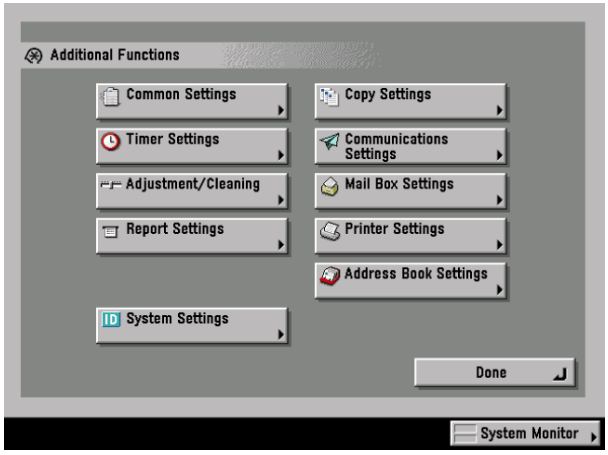
**Remark**

Default Authentication is selected as the default login service. For instructions on selecting and setting a login service other than default authentication, see the MEAP SMS Administrator Guide.

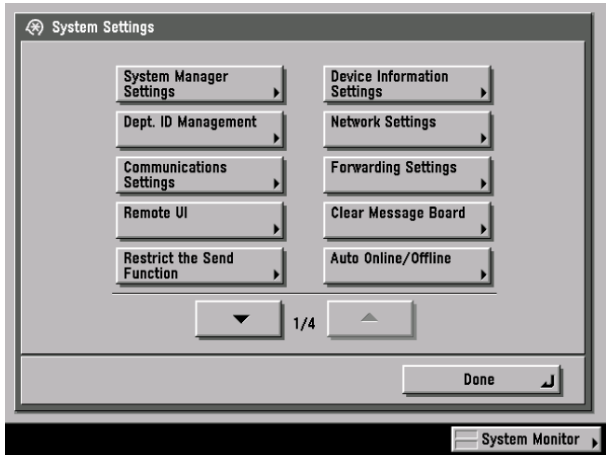
# Specifying Settings

The Additional Functions screen appears when you press . The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. For more information on the settings not explained in this category, see the following:

- Copy Settings: the Copying and Mail Box Guide
- Communications Settings and Address Book Settings: the Sending and Facsimile Guide
- Mail Box Settings: the Copying and Mail Box Guide
- Printer Settings: See the PS/PCL/UFR II Printer Guide
- Network Settings: the Network Guide




The Additional Functions Screen




The System Functions Screen

**Remark**

- Settings made from the Additional Functions screen are not changed even if you press .
- For instructions on customizing settings, see "Additional Functions(p.5-1)."
- For instructions on specifying System Settings, see "Security(p.6-1)."
- For instructions on specifying Printer Settings, see the PS/PCL/UFR II Printer Guide.
- For instructions on specifying Network Settings, see the Network Guide.
- [Communications Settings] and [Address Book Settings] are displayed on the Additional Functions screen only if the optional Universal Send Kit is activated, or the optional Super G3 FAX Board is installed.
- [Communications Settings], [Forwarding Settings], [Restrict Access to Destinations], and [Register LDAP Server] are displayed on the System Settings screen only if the optional Color Universal Send Kit is activated, or the optional Super G3 FAX Board is installed.
- For the iR3245/iR3235/iR3225, [Auto Online/Offline] is displayed on the System Settings screen only if the optional UFR II Printer Kit, UFR II/PCL Printer Kit, or PS Printer Kit is activated.

# Functions That Conserve Power

You can conserve power efficiently when the machine is not being used by using the following modes.

**Remark**

- Even if the main power switch is turned OFF, a small amount of energy is consumed if the power plug is left inserted into the power outlet. If you do not want any energy consumed, remove the power plug from the power outlet.
- The touch panel display turns OFF when the machine enters one of the energy saving modes.
- The machine can continue to receive I-fax or fax documents, and process or print data sent from computers even if it is in one of the energy saving modes described below.

## Auto Sleep Mode

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. To reactivate the machine, press the control panel power switch again.

**Remark**

- The machine may not enter the Sleep mode completely depending on certain conditions. (For more information, see "Additional Functions(p.5-1).")
- Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.
- If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).
- The time it takes for the machine to automatically enter the Sleep mode can be set from 10 seconds to4 hours. The default setting is '2' minutes. (See "Additional Functions(p.5-1).")
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

## Daily Timer

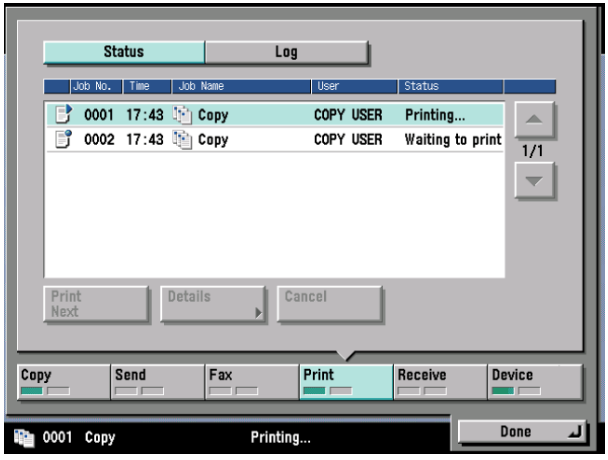
The machine automatically enters the Sleep mode at the specified time and day of the week set with the daily timer. To reactivate the machine, press the control panel power switch.

**Remark**

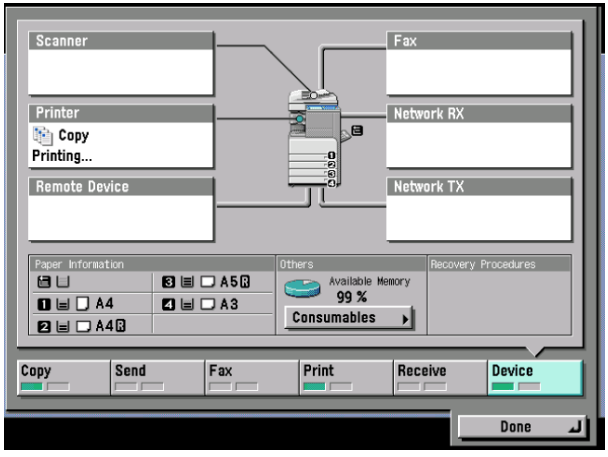
- The Daily Timer settings can be set from Sunday to Saturday and 00:00 to 23:59. (See "Additional Functions(p.5-1).")

# Checking, Changing, and Cancelling Print Jobs

The System Monitor screen enables you to check the status of the machine, cancel print jobs, or specify the printing priority.

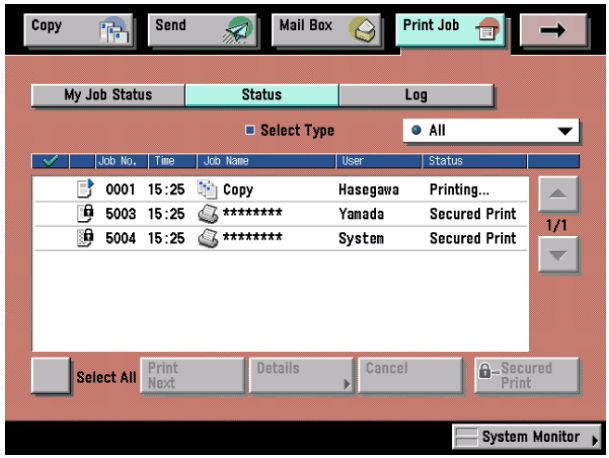



The System Monitor Screen (Print)




The System Monitor Screen (Device)

On the Print Job screen, you can confirm, cancel, or change the priority of print jobs.




The Print Job Screen

**Remark**

- For instructions on checking the status of Copy, Fax, and Send jobs, see "Basic Operations(p.3-1)" and the Sending and Facsimile Guide.
- The meanings of the icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) are described below:

| Icon (Type of Job) | Description |
|---|---|
| | Copy Job |
| | Send/Fax Job |
| | Mail Box Job |
| | Printer Job |
| | Report Job |
| | Network Scan Job |
| | Remote Copy Job |
| | Additional Functions Job |

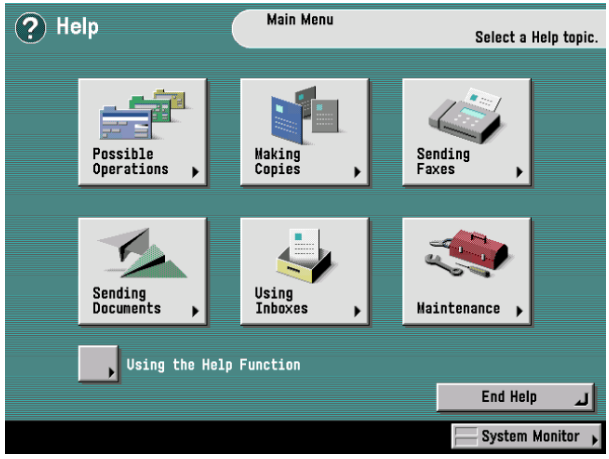
| Icon (Machine Status) | Description |
|---|---|
| | Error |
| | Paper Jam |
| | Staple Jam |
| | Replace Toner Cartridge |

# Displaying a Help Screen

Pressing ? brings up a guidance screen with information about the various features that are available with your machine. Follow the instructions on the screen to select the operation you want to perform. An explanation of the function and how to set it is displayed.

## Main Menu

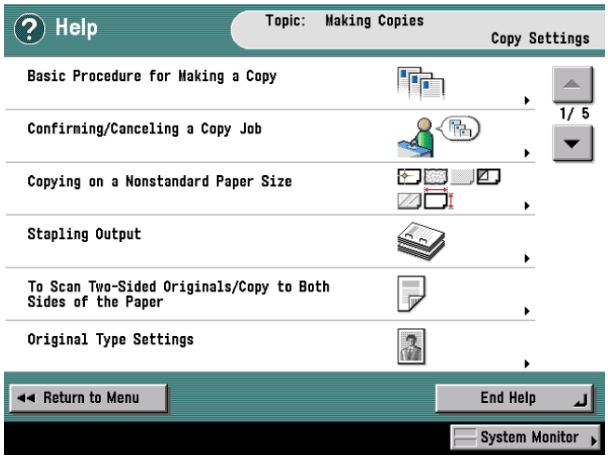
This is the first screen displayed when you press ? .




Press [Using the Help Function] to display an explanation of how to use the Help function.

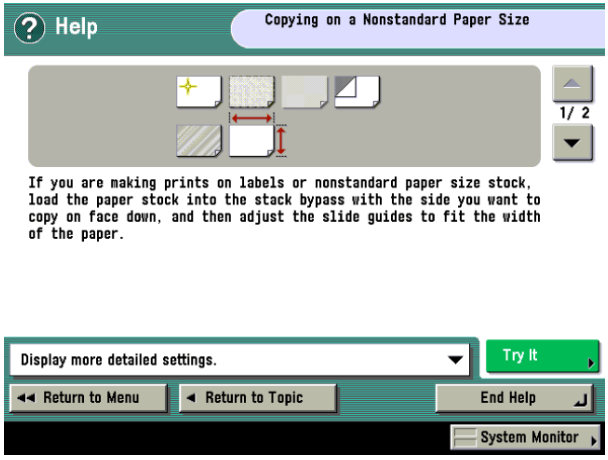
## List Screen

Displays a list of the functions selected on the main menu.




## Explanation Screen

Displays a detailed explanation of the function selected on the list screen.


Help
Copying on a Nonstandard Paper Size
1/ 2
If you are making prints on labels or nonstandard paper size stock, load the paper stock into the stack bypass with the side you want to copy on face down, and then adjust the slide guides to fit the width of the paper.
Display more detailed settings.
Try It
Return to Menu
Return to Topic
End Help
System Monitor

Press [Try It] to jump to the screen for setting the selected function.

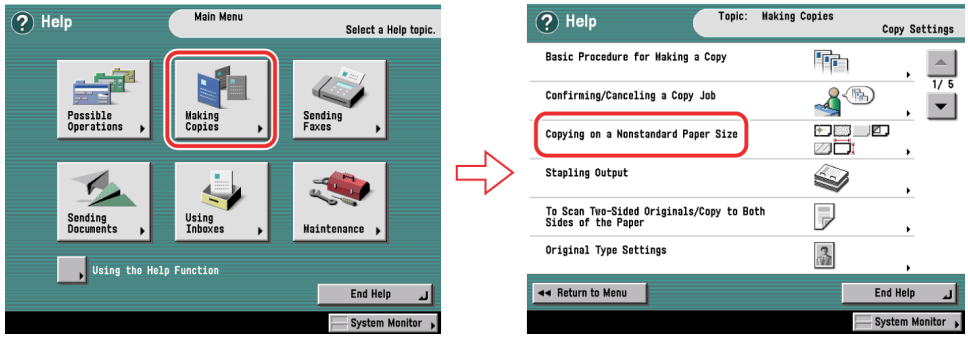
Press [Display more detailed settings.] to display more detailed information and related topics.

**Remark**

The [Try It] key and [Display more detailed settings.] are only displayed on the Explanation Screen for some Copy and Send functions.

Example:
The procedure for copying on a nonstandard paper size.

**1. Press [Making Copies] → [Copying on a Nonstandard Paper Size].**




**2. Check the detailed information for the function.**

Press [Try It] → [Yes] to try using the function.

# Reading Messages from the System Manager

The System Manager uses the Message Board feature of the machine to convey messages to the users of this machine. The messages are sent through the Remote User Interface and displayed on the touch panel display. (See the Remote UI Guide.)

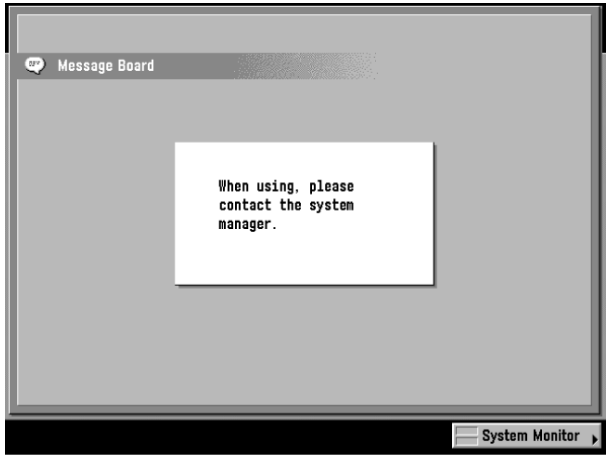
**Remark**

- The message board can be used only if the machine is connected to a network.
- For instructions on erasing the message board, see "Security(p.6-1)."

# Types of Message Boards

The following three types of message boards are available:

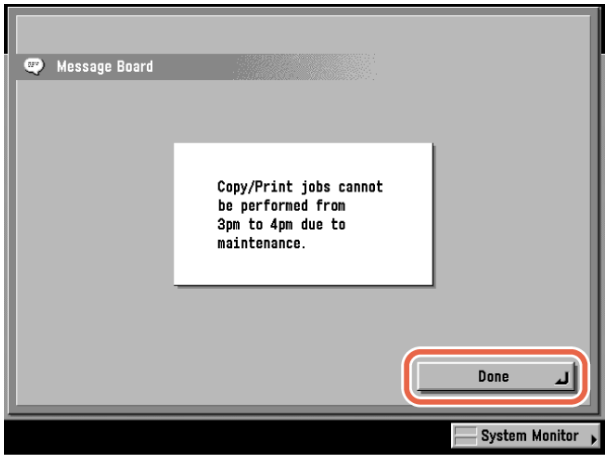
## A Message Board without [Done]




## A Message Board with [Done]

If you press [Done] and close the message board, you can perform normal operations. The message appears again when the main power is turned OFF, and then turned back ON, or after the Auto Clear

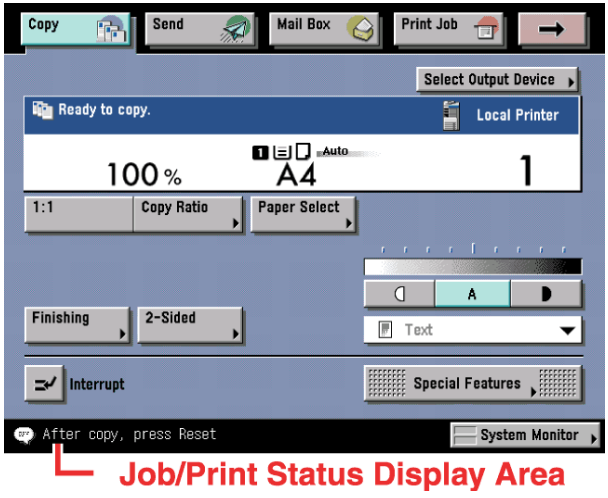
mode has activated.




**Remark**

The Auto Clear mode does not activate if Auto Clear Time is set to '0'. (See "Additional Functions(p.5-1).")

## A Message Board Where the Message Appears in the Job/Print Status Display Area



# Other Useful Functions

Other useful functions are:

## Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.

**Remark**

- You can set whether a paper drawer is subject to automatic paper drawer switching for each function. The default setting is 'Off' for the stack bypass, and 'On' for the other paper drawers. (See "Additional Functions(p.5-1).")

## Auto Clear

If the machine is not used for a period of approximately two minutes after the last print job or key operation is performed, the machine automatically restores the standard settings.

**Remark**

- You can set the Auto Clear Time from 0 to 9 minutes in one minute increments. The default setting is '2'minutes. (See "Additional Functions(p.5-1).")
- The Auto Clear mode does not activate if Auto Clear Time is set to '0'.

## Job Duration Display

If you set Job Duration Display to 'On' in Common Settings (from the Additional Functions screen), the display shows the time duration before a print job completes.

**Remark**

Even if Job Duration Display is set to 'On', the job duration time is not displayed when the wait time isless than one minute.

## Number of Copies/Job Duration Status Display

If you set Number of Copies/Job Duration Status Display to 'On' in Common Settings (from the Additional Functions screen), the number of copies specified and the approximate time before the current job completes is displayed in the Job/Print Status Display Area.

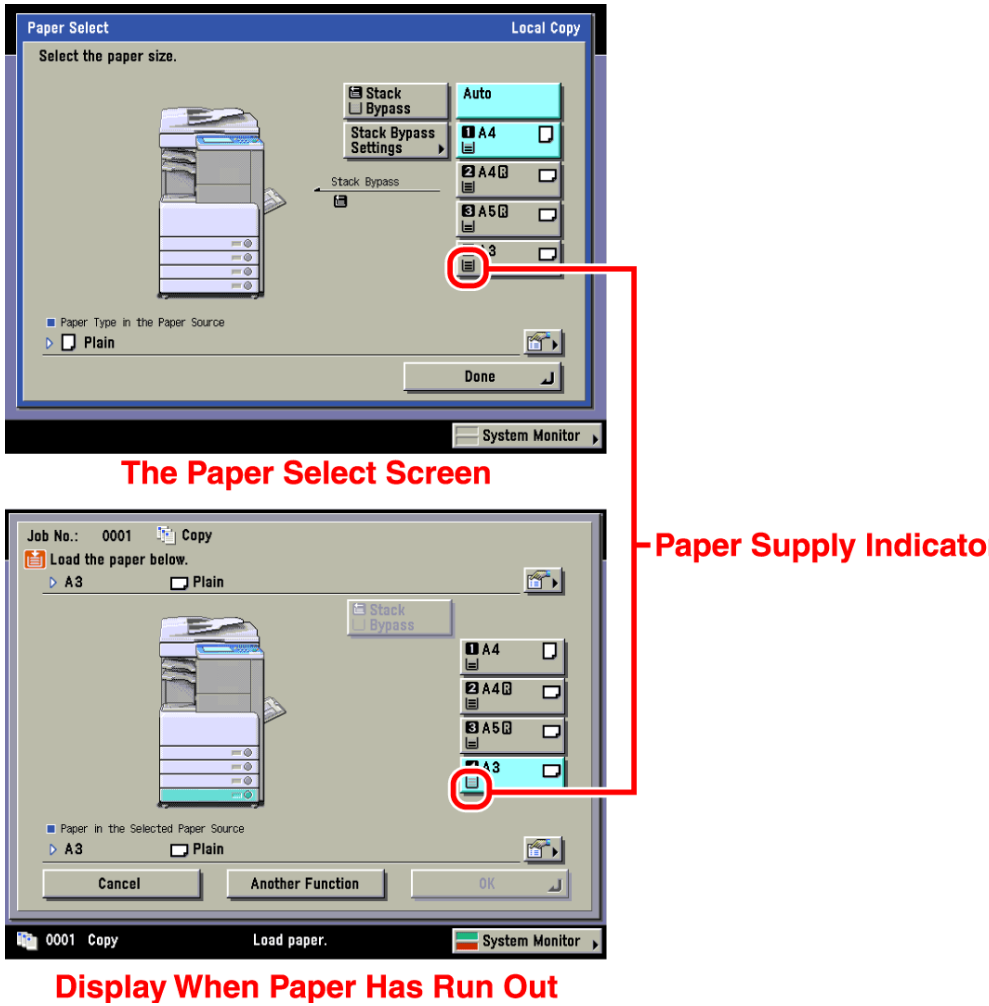
**Remark**

The approximate time is not displayed when the wait time is less than one minute. (See "Additional Functions(p.5-1).")

## Paper Supply Indicator

The paper supply indicator shows the remaining amount of paper in each paper drawer on the Paper Select screen, and on the screen that appears when paper in a paper drawer has run out during

printing. (See the Copying and Mail Box Guide.)




There are four different paper supply indicators, as shown below:

| Display | Remaining Paper |
|---|---|
| | Paper drawer is approximately 50% - 100% full. |
| | Paper drawer is approximately 10% - 50% full. |
| | Paper drawer is less than 10% full. |

| | |
|---|---|
| | Paper drawer is empty. |



## Auto Orientation

Using information, such as the size of the original and zoom ratio, the machine automatically rotates the image to the most suitable orientation for the selected paper size.

If the image does not fit onto the paper after it is rotated, the machine will not rotate the image, and will print it as is, with part of the image cut off.

Even if Auto Orientation is set to 'On', the image is not rotated if the Different Size Originals, Cover/ Sheet Insertion, Staple (Double), Transparency Interleaving, XY Zoom, Shift, or Image Repeat mode is set. (See the Copying and Mail Box Guide.)

chapter 3

# Basic Operations

This category describes the basic operations of the machine.

# Using the Touch Panel Display

This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.

**Remark**

- Press the touch panel display keys gently with your fingers or the edit pen. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.
- Before using the touch panel display, peel off the protective film from the display.

## Frequently Used Keys

The following keys on the touch panel display are used frequently:

| | |
|---|---|
| Cancel | Press to cancel the mode that you are currently setting, or a mode that has already been set, on screens other than the Additional Functions screen. Also, press to close the current mode's setting screen, and keep the original settings set from the Additional Functions screen. |
| Next ▶ | Press to confirm the current settings and proceed to the next step in the procedure. |
| ◀ Back | Press to go back to the previous step in the procedure, without saving the current settings. |
| Done ↵ | Press to close the current screen. |
| OK ↵ | Press to confirm the current settings of a mode. |

# Touch Panel Key Display

When you press a key on the touch panel display that key is highlighted, and the corresponding mode is set. When you set certain modes, the characters on some keys may become grayed out. You cannot press keys that are grayed out. This means that you cannot set these modes in combination with the presently set mode.

## Mode Setting Keys

| State of Keys | Description |
|---|---|
| | The Shift mode is not set, and can be selected. |
| (The key is highlighted) | The Shift mode is set, and can be selected. |
| (The characters on the key are grayed out.) | The Shift mode cannot be set in combination with the presently set mode. |

## Keys That Indicate When a Mode Is Turned On or Off

| Mode Is Turned Off | Mode Is Turned On |
|---|---|
| | (Checked) |
| | (Highlighted) |

Keys that have a right triangle ( ▶ ) indicate that those keys have additional screens to set their functions. If you press a key that does not have a right triangle ( ▶ ) , it turns that mode on or off.

| Keys That Display Additional Settings | Keys That Turn Modes On/Off |
|---|---|
| | |

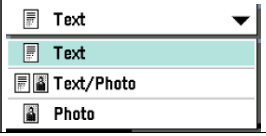
Keys that have a coloured triangle ( ◢ ) in the lower right corner and that appear on screens for storing settings, are keys that already have settings stored in them.

| Settings Are Stored | No Settings Are Stored |
|---|---|

| | |
|---|---|
| | |

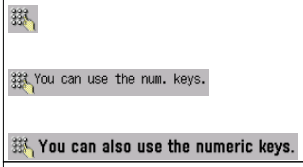
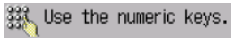
## Keys That Display a Drop-Down List

Pressing a key that has a down triangle ( ▼ ) to the right of the name of the selection, displays a drop-down list containing other setting options.

| Before Selection | Drop-Down List | After Selection |
|---|---|---|
| |  | |

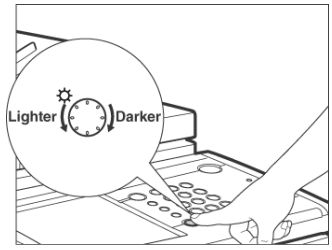
## Numeric Keys

Any time the numeric keys icon is displayed on the screen, you can use the numeric keys on the control panel to enter values.

| | |
|---|---|
|  | You can enter values using the numeric keys on the touch panel display or on the control panel. |
|  | You can only enter values using the numeric keys on the control panel. |

# Adjusting the Brightness

If the touch panel display is difficult to view, use the Brightness Adjustment Dial on the control panel to adjust its brightness.




**Remark**

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

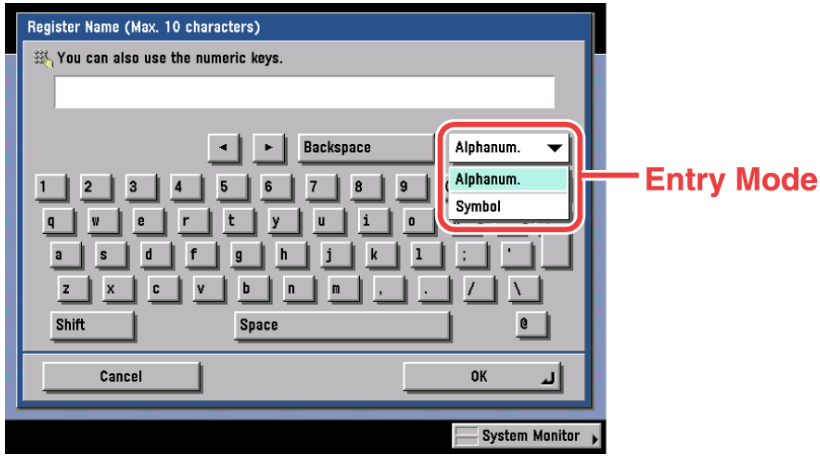
# Entering Characters from the Touch Panel Display

For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.

**Remark**

When entering characters on the SSO-H authentication screen or in MEAP application functions, the screen you actually see may be different.

1. **Press the entry mode drop-down list → select the entry mode → enter characters.**




The procedure for entering characters with the entry mode is as follows.

| Entry Mode | Example | Procedure |
|---|---|---|
| Alphanum. | Canon | Enter 'Canon'. |
| Symbol | é | Press [é]. |

To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [ ◀ ] or [ ▶ ].

To switch the entry mode, press the entry mode drop-down list → select the entry mode → enter the desired characters or symbols.

- If you make a mistake when entering characters, press [ ◀ ] or [ ▶ ] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press Ⓒ.
- The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

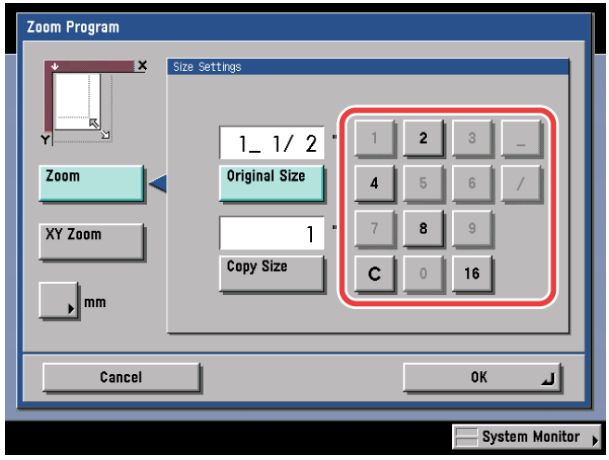
**2. When you have entered all characters, press [OK].**

# Values in Inches

If you want to enter values in inches in all modes, which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).") This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The following example shows you how to enter 1 1/2" for Original Size in the Zoom Program mode.

**1. Press [1] → [_] → [1] → [/] → [2] using the numeric keys on the touch panel display.**




If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.

You can enter only 2, 4, 8, or 16 as the denominator.

The value entered in inches is converted to millimetres by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.

To enter values in millimetres, press [mm].

# Entering the Department ID and Password

If Department ID Management has been set, the Department ID and password must be entered before using this machine.

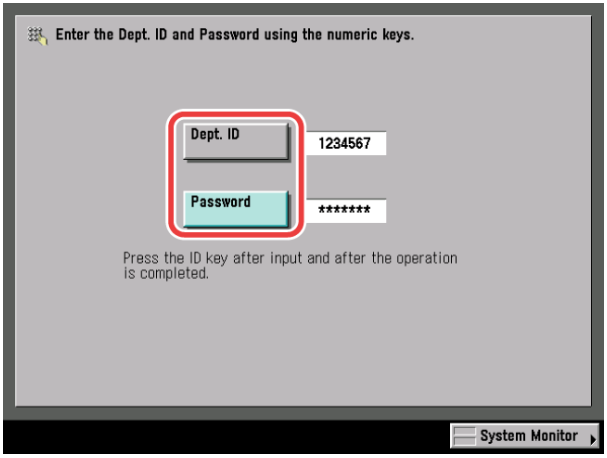
**Remark**

- For instructions on setting the Department ID and password, see "Security(p.6-1)."
- If you are using a control card for Department ID management, the message <You must insert a control card.> appears on the touch panel display. Insert the control card into the card slot. (See "Optional Equipment(p.4-1).")
- The use of some functions may be restricted, and a screen asking you to enter your Department ID and password or insert your control card may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.
- If you are using a MEAP application to manage user authentication, and SSO-H is set as the login service, the following procedure is not necessary. (See "Using a Login Service(p.3-14).")

**1. Use 0 - 9 (numeric keys) to enter your Department ID and password.**

☐ **Press [Dept. ID] → enter your Department ID.**

☐ **Press [Password] → enter the password.**

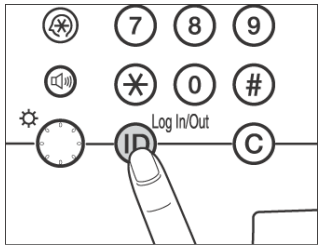

Enter the Dept. ID and Password using the numeric keys.
Dept. ID
1234567
Password
*******
Press the ID key after input and after the operation is completed.
System Monitor

If no password has been set, proceed to step 2.

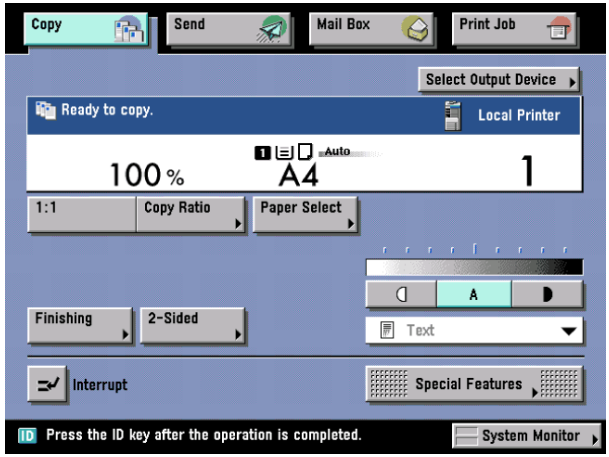
The numbers that you enter for the password are displayed as asterisks (*******).

If you make a mistake when entering the Department ID or password, press C → enter the correct values.

**2. Press (Log In/Out).**




The Basic Features screen of the selected function appears on the touch panel display.

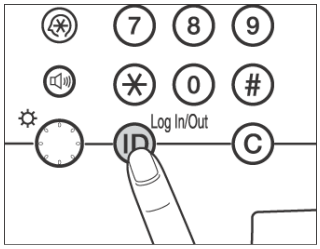



If the Department ID or password that you entered is incorrect, the message <This number has not been registered. Enter the number again.> appears. Repeat this procedure from step 1.

**3. When your operations are complete, press (Log In/Out) on the control panel.**

If you are using a control card, remove the control card, and take it with you. (See "Optional

Equipment(p.4-1).")




The screen for entering the Department ID and password appears.

- To perform operations again, you have to re-enter your Department ID and password.
- If you do not press (ID) (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the Department ID you previously entered.
- Even if you forget to press (ID) (Log In/Out) after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Additional Functions(p.5-1).")
- After pressing (ID) (Log In/Out), all settings are cancelled, and the machine returns to the Standard mode.

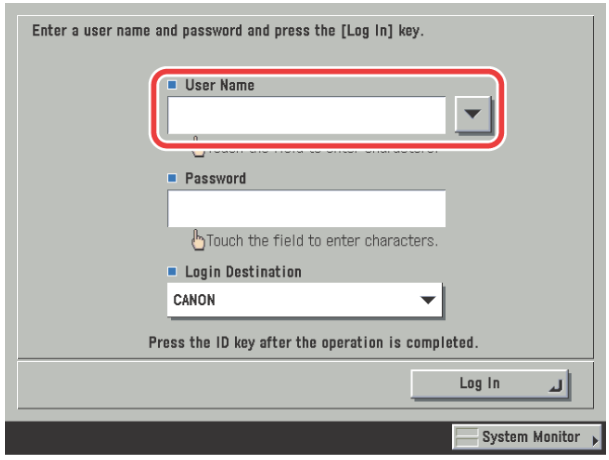
# Using a Login Service

If you are managing the machine with a login service, such as SSO-H (Single Sign-On H), enter the user name and password before using this machine.

**Remark**

- SSO-H is used as example to explain the procedure. However, if you are using a different login service, the login procedure may vary.
- For instructions on selecting and setting a login service, see the MEAP SMS Administrator Guide.
- For instructions on registering user data for Local Device Authentication user authentication system of SSO-H, see the MEAP SMS Administrator Guide.
- For information on the user name used for the Domain Authentication user authentication system of SSO-H (including when performing Domain Authentication with 'Domain Authentication + Local Device Authentication' user authentication system), contact your system administrator.

## 1. Press [User Name].


Enter a user name and password and press the [Log In] key.
User Name
Password
Touch the field to enter characters.
Login Destination
CANON
Press the ID key after the operation is completed.
Log In
System Monitor

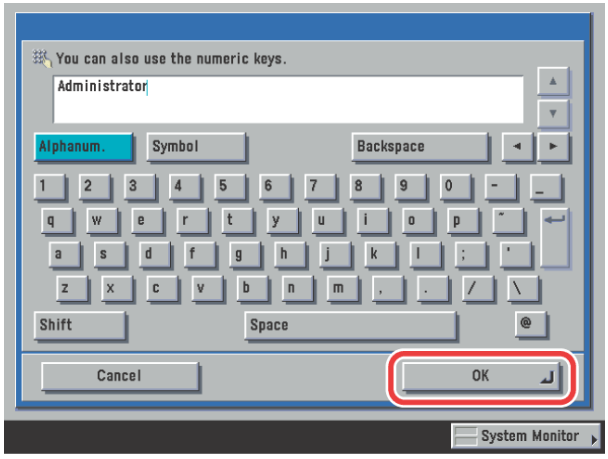
- To use the Domain Authentication user authentication system of SSO-H (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system), a Windows server in which Active Directory is installed is necessary.
- If there is more than a 30 minute time difference between the current time set in the registry of a computer using Windows Active Directory and the time set on the machine, an error occurs when you log on using the Domain Authentication user authentication system of SSO-H (including when performing Domain

Authentication with the Domain Authentication + Local Device Authentication user authentication system). To be able to log on, the current time on both the computer and the machine must match. For instructions on setting the current date and time on the machine, see "Security(p.6-1)."

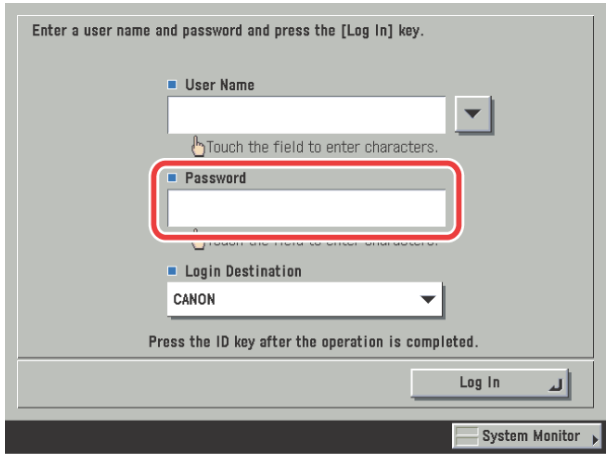
You can also specify the number of user's logs displayed on the touch panel display when logging in. (For more information, see the MEAP SMS Administrator Guide.)

When using the Domain Authentication user authentication system of SSO-H (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system), you can use only alphanumeric characters, . (period), - (hyphen), _ (underscore), or % (percent) for a user name. You can log on only if you use valid characters.

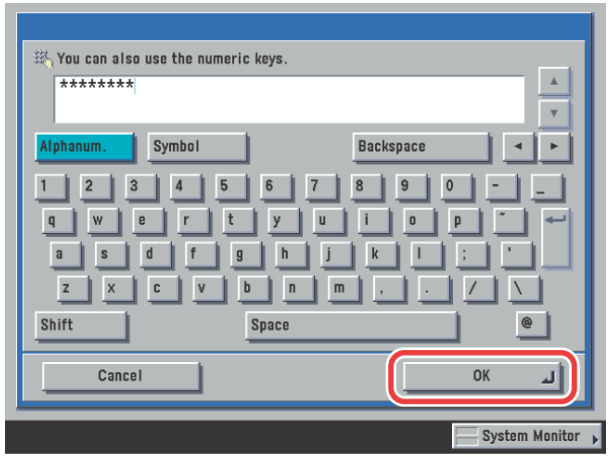
## 2. Enter the user name → press [OK].



### 3. Press [Password].


Enter a user name and password and press the [Log In] key.
User Name
Touch the field to enter characters.
Password
Login Destination
CANON
Press the ID key after the operation is completed.
Log In
System Monitor

### 4. Enter the password → press [OK].



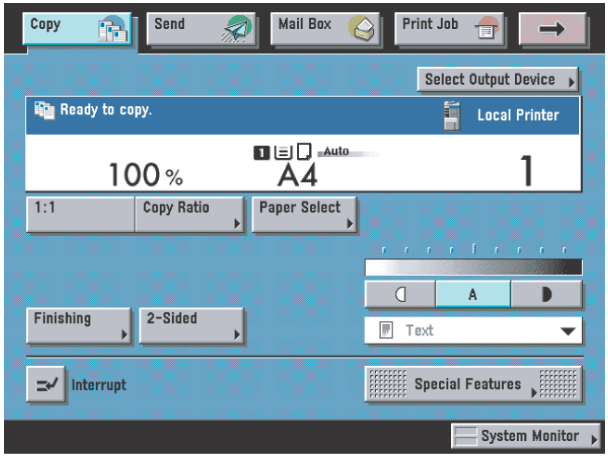

If you are using the Domain Authentication user authentication system of SSO-H (including when performing Domain Authentication with the Domain Authentication + Local Device Authentication user authentication system), select the Login destination from the drop-down list.

For instructions on selecting the Login destination, see the MEAP SMS Administrator Guide.

**5. Press [Log In].**

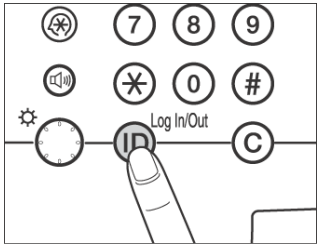
You can also press (Log In/Out) instead of [Log In] to log on.

The Basic Features screen of the selected function (or the MEAP application screen) appears on the touch panel display.




If the user name or password that you entered is incorrect, a message appears prompting you to verify your user name and password. Repeat the procedure from step 1.

**6. When your operations are complete, press (Log In/Out) on the control panel.**




The screen for entering the user name and password appears.

- To perform operations again, you have to re-enter your user name and password.
- If you do not press (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the user who previously logged on to the machine.

- Even if you forget to press (Log In/Out) after you are finished operating the machine, the screen for entering the user name and password automatically appears after the set Auto Clear Time elapses. (See "Additional Functions(p.5-1).")
- After pressing (Log In/Out), all settings are cancelled, and the machine returns to the Standard mode.

# Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes that you want to use.

**Remark**

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See the Copying and Mail Box Guide and the Sending and Facsimile Guide.)

## Platen Glass

Place the originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

## Feeder

Place the originals into the feeder when you want to copy several originals at the same time, and press ⊙. The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

## Document Sizes

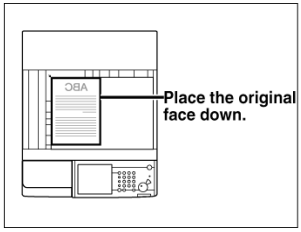
The size of the original is automatically detected, and the document is scanned. When you are sending fax documents, if the output paper in the recipient's machine is not equal to the scanned document size, the original image may be either reduced in size or divided into smaller parts before it is sent.

The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See the Sending and Facsimile Guide.)

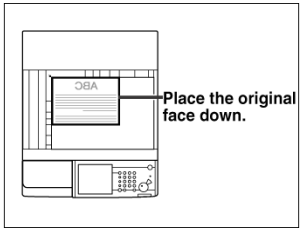
# Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

## Platen Glass

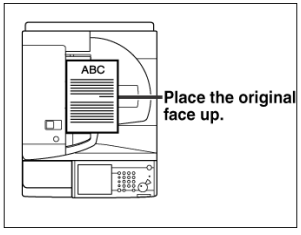



**Vertical Placement**

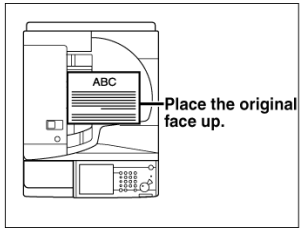



**Horizontal Placement**

## Feeder



### Vertical Placement




### Horizontal Placement

**Remark**

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in thetop left corner), your original may not be scanned correctly, depending on the copy mode that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than that of vertically placed originals. Place originals horizontally when copying with a Preset Zoom, such as when enlarging an A4 original onto A3 paper.
  - Platen glass: A4 and A5
  - Feeder: A4
- Horizontally placed A4 and A5 originals are referred to as A4R and A5R.
- A3 originals must be placed horizontally.

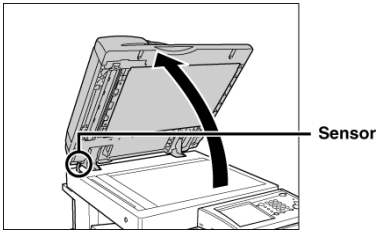
# Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines),heavy or lightweight originals, and transparencies. You should also place originals onto the platen glass when you want to copy an A3 original with an image that extends all the way to the edges without the periphery of the original being cut off. (See the Copying and Mail Box Guide and the Sending and Facsimile Guide.)

**Remark**

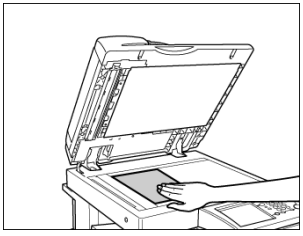
The machine automatically detects the size of the following originals: A3, A4, and A4R.

## 1. Lift the feeder/platen cover.

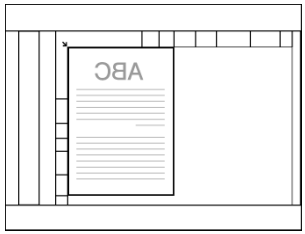



This machine is equipped with an open/close sensor on the feeder/platen cover (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder/platen cover approximately 300 mm so that the sensor detaches from the feeder/platen cover. If the sensor does not detach from the feeder/platen cover, the size of the originals may not be detected correctly.

## 2. Place your originals face down.



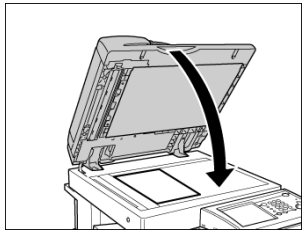
The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).




Place books and other bound originals on the platen glass in the same way.

When you are enlarging an A4 or A5 original onto A3 paper, place the original horizontally on the platen glass, and align it with the A4R or A5R marks.

### 3. Gently close the feeder/platen cover.



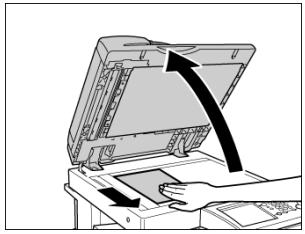
Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.

Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.

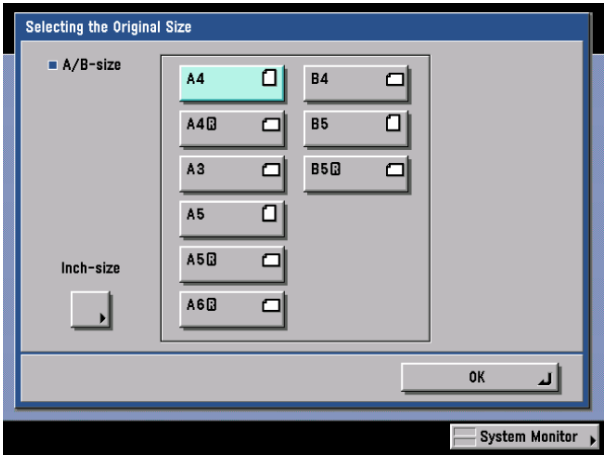
Be aware that the light emitted from the platen glass may be very bright when closing the feeder/platen cover.

If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before copying.

Remove the original from the platen glass when scanning is complete.



The size of A5, A5R, and A6R originals cannot be detected. After pressing , follow the instructions on the screen to specify the original size. You can also manually select the paper size.



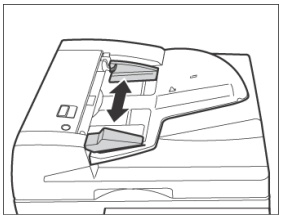
# Feeder

You should use the feeder when you want to copy several originals at the same time. Place the originals into the feeder and press ⊙. The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

- Weight:
  - One-sided scanning: 42 to 128 g/m$^2$
  - Two-sided scanning: 50 to 128 g/m$^2$
- Size: A3, A4, A4R, A5, or A5R
- Tray Capacity: up to 50 sheets (80 g/m$^2$) (up to 10 sheets if using 42 g/m$^2$ paper)

**Remark**

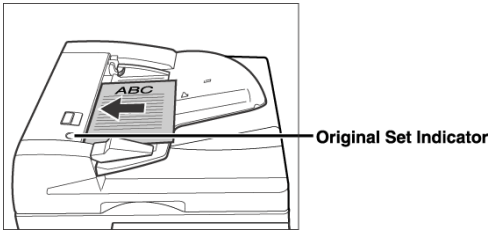
- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, andmake feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaningprocedure.
- Always smooth out any folds in your originals before placing them into the feeder.



**1. Adjust the slide guides to fit the size of your originals.**

**2. Neatly place your originals with the side to be copied face up into the original supply tray.**

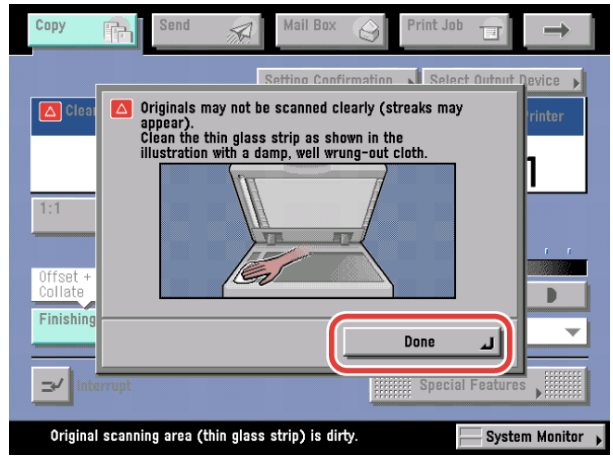
Place your originals as far into the feeder as they will go, until the Original Set indicator is lit.



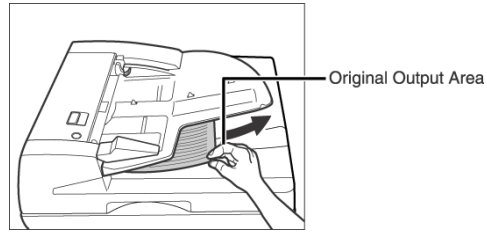

If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your documents by pressing [Done].

It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen

will not appear once the scanning area is clean.




- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.




- When you are enlarging an A4 original onto A3 paper, place the original horizontally.
- The scanned originals are output to the original output area in the order they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See the Copying and Mail Box Guide and the Sending and Facsimile Guide.)

# Making Prints Using the Stack Bypass

If you are making prints on tracing paper, labels, transparencies, nonstandard paper size stock, or envelopes, load the paper stock into the stack bypass.

**Remark**

- Note the following points when using the stack bypass:
  - Paper Quantity: one to approximately 50 sheets (80 g/m$^2$, stack approximately 5 mm high)
  - Paper Size: 99 mm x 148 mm to 297 mm x 432 mm
  - Paper Weight: 64 to 128 g/m$^2$
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feedsmoothly through the stack bypass (allowable curl amount: less than 10 mm for normal paper, less than 5 mm for heavy paper). There are some types of paper stock, which may meet the above specifications, but cannot be fed into the stack bypass.
- Do not load different size/type paper at the same time.
- Feed tracing paper one sheet at a time, and remove each sheet as it is delivered to the output tray.Loading several sheets of tracing paper together may cause paper jams.
- Depending on the type of heavy paper you want to load, if you load multiple sheets of heavy paper intothe stack bypass, a paper jam may occur. In this case, load only one sheet of heavy paper at a time.
- If you are making two-sided prints, select the 2-Sided mode. The printed-paper may crease dependingon the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- To print on the backside of preprinted paper, load the paper into the stack bypass, and press [2nd Side of 2-Sided Page] on the paper selection screen that appears.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray.Always empty the output tray once 10 envelopes have accumulated.
- If you select [Free Size] for copying, you cannot use the Auto, Entire Image, Finishing, 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Shift, Booklet, Transparency Interleaving, Image Repeat, Form Composition, Pg/Copy Set Numbering, or Watermark/Print Date mode. (See the Copying and Mail Box Guide.)
- If you select [Envelope] for copying, you cannot use the Finishing, 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, Two-page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, or Form Composition mode. (See the Copying and Mail Box Guide.)
- If you select [Free Size] for printing documents stored in an inbox, you cannot use the Finishing, 2-Sided, Cover/Sheet Insertion, Cover/Job Separator, Booklet, Form Composition, Pg/Copy Set Numbering, or Watermark/Print Date mode. (See the Copying and Mail Box Guide.)
- If you select [Envelope] for printing documents stored in an inbox, you cannot use the Finishing, 2-Sided, Cover/Sheet Insertion, Cover/Job Separator, Booklet, or Form Composition mode. (See the Copying and Mail Box Guide.)
- When scanning the following originals, you cannot use the Automatic Paper Selection mode. Use the Manual Paper Selection mode when scanning these types of originals:
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by Canon.

## Standard Size

You can select standard inch paper, or A or B series paper.

### Free Size

You can load nonstandard paper sizes (99 mm x 148 mm to 297 mm x 432 mm).

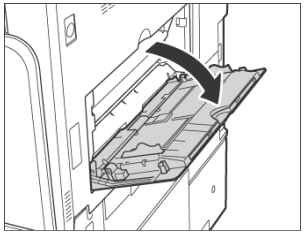
### Envelope

The following envelopes can be loaded into the stack bypass:

- COM10 No.10: 104.7 mm x 241.3 mm
- ISO-B5: 176 mm x 250 mm
- Monarch: Catalog Glove No.8: 98.4 mm x 190.5 mm
- ISO-C5: 162 mm x 229 mm
- DL: 110 mm x 220 mm
- Yougata 4: 105 mm x 235 mm

For more information on specific envelope measurements, see "Available Paper Stock(p.3-44)."

## 1. Open the stack bypass.



If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")

- If the paper you want to specify is already loaded in the stack bypass:

- If the paper loaded in the stack bypass is not the paper that you want to specify:

**If the paper you want to specify is already loaded in the stack bypass:**

☐ **Press [Paper Select] → [Stack Bypass] → select the paper size and type loaded in the stack bypass.**

☐ **Proceed to step 6.**

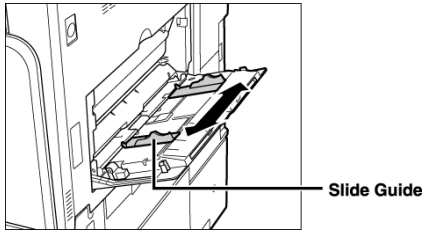
**If the paper loaded in the stack bypass is not the paper that you want to specify:**

☐ **Check to see if any job is reserved. (See " Checking Job Status (p.3-53) .")**

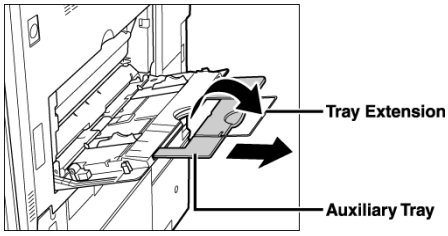
If there is a current or reserved job, you can reserve a change of paper for the stack bypass. (See the Copying and Mail Box Guide.)

If there is no reserved job, remove any paper remaining in the stack bypass → continue the procedure from step 2.

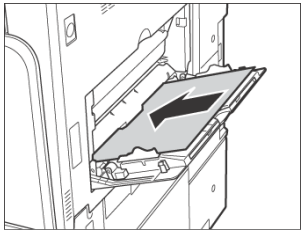
**2. Adjust the slide guides to match the size of the paper.**



If you are feeding large size paper, pull out the auxiliary tray.

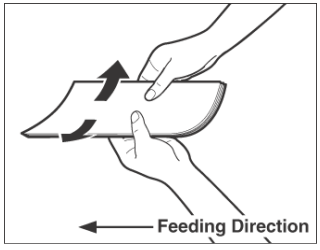



### 3. Load the paper into the stack bypass.



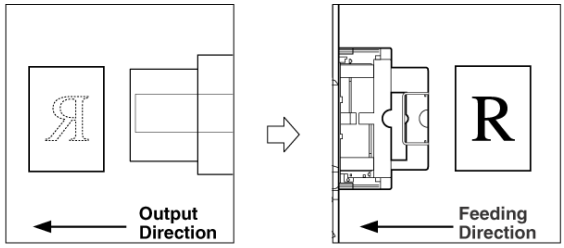
Make sure that the height of the paper stack does not exceed the loading limit mark ( ) .

When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.




To print on the backside of preprinted paper, load the preprinted paper face up into the stack

bypass, as shown in the illustration below.




After the first one-sided copy is made

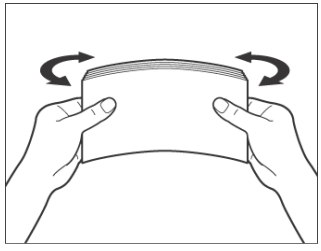
When copying on the back side of a preprinted sheet.

- If the paper retaining lever is not set securely, a paper jam may occur, or paper may be fed from a paper drawer instead of the stack bypass.
- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, curl the feeding edges upward approximately 3 mm, and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopesas they are fed into the stack bypass.
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

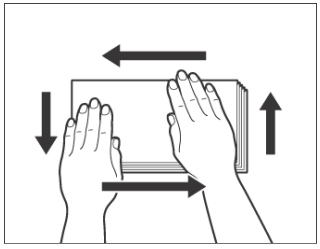
- If you are loading envelopes into the stack bypass:

## If you are loading envelopes into the stack bypass:

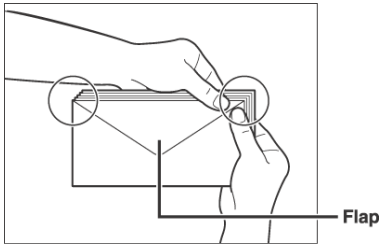
**Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.**



☐ **Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.**

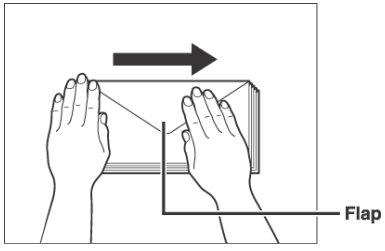


If you are using ISO-B5, ISO-C5, COM10 No.10, and Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

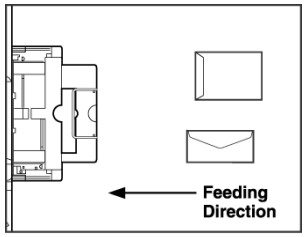



If you are using Yougata 4 envelopes, load the envelopes without folding them.

- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.
- Do not print on the backside of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



☐ **Load the envelopes, as shown below.**




**When printing on the front side of the envelopes.**

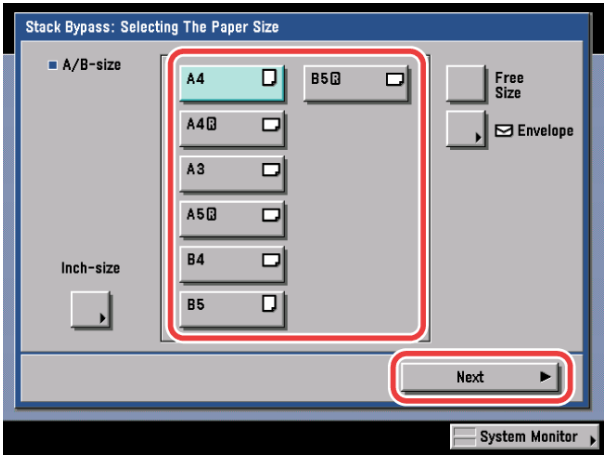
- The stack bypass can hold five envelopes at a time.
- If the envelopes do not pass through the machine properly even if the procedures up to this point have been followed, repeat the procedures by feeding once for each envelope.
- Envelopes may be creased in the printing process.

### 4. Select the desired paper size.

- If you want to select a standard paper size:
- If you want to select a nonstandard paper size:
- If you want to select an envelope size:

## If you want to select a standard paper size:

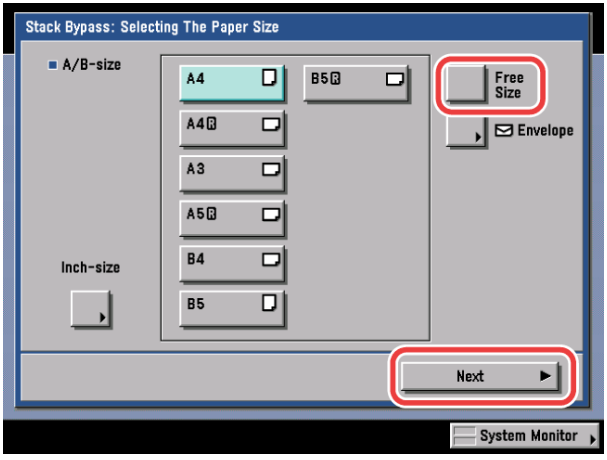
☐ **Select the desired paper size → press [Next].**




To select an inch series paper size, press [Inch-size].

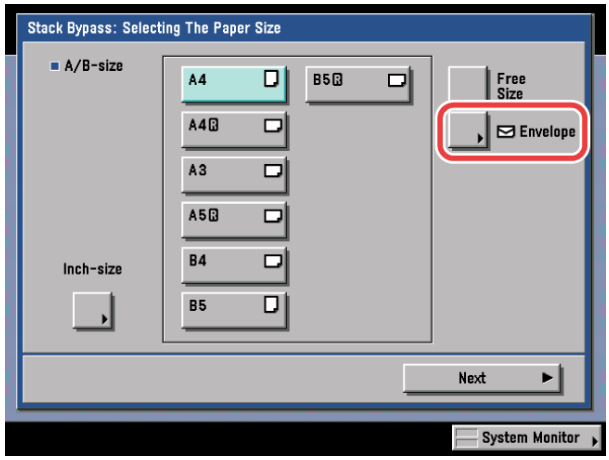
● **If you want to select a nonstandard paper size:**

☐ **Press [Free Size] → [Next].**

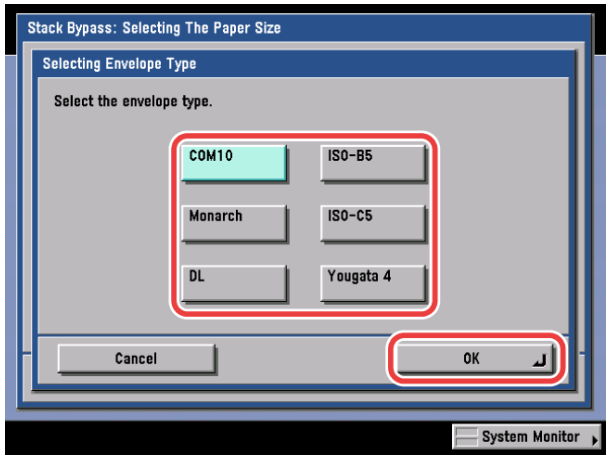



● **If you want to select an envelope size:**

☐ **Press [Envelope].**




☐ **Select the envelope type → press [OK].**

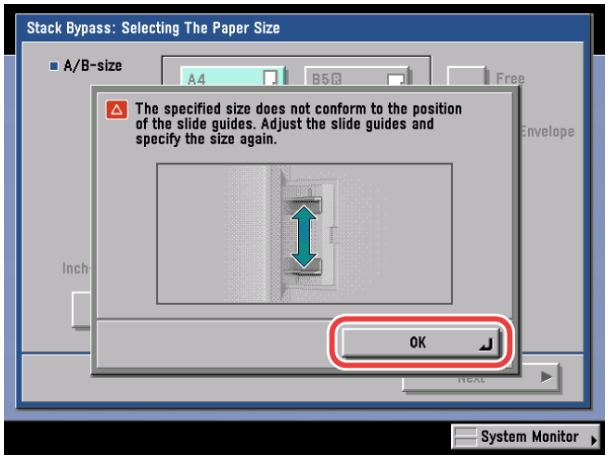



The display returns to the paper size selection screen.

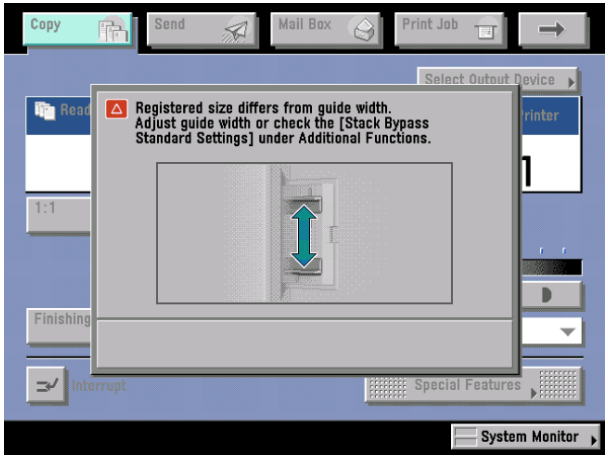
If the envelope type is not selected correctly, a paper jam will occur.

**☐ Press [OK] → proceed to step 6.**

If the following screen is displayed, press [OK] → adjust the width of the slide guides → specify the desired envelope size.

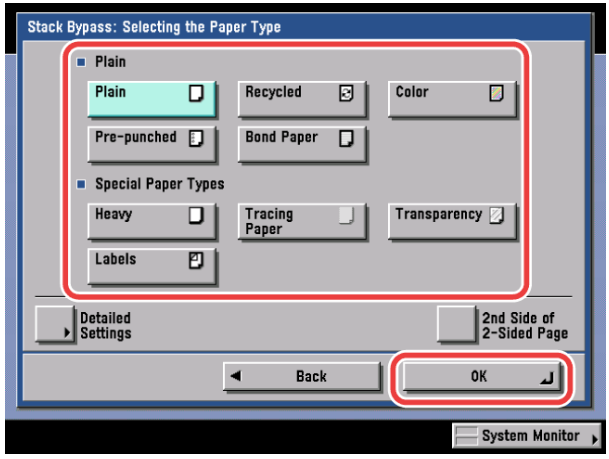



If the following screen is displayed, adjust the width of the slide guides to match the paper or envelope size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")

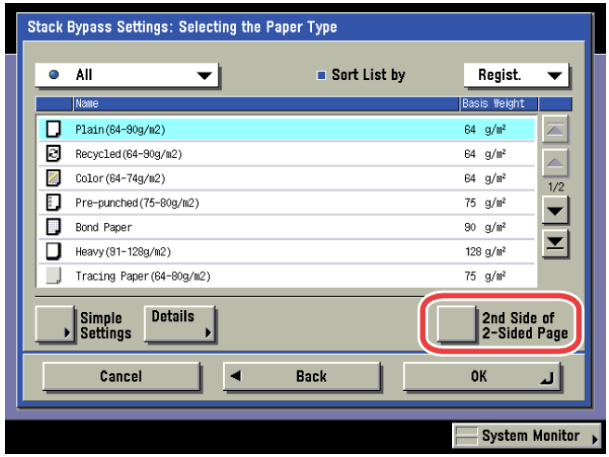



Set the paper or envelope size to the same size as the paper or envelopes loaded in the stack bypass.

**5. Select the desired paper type → press [OK].**



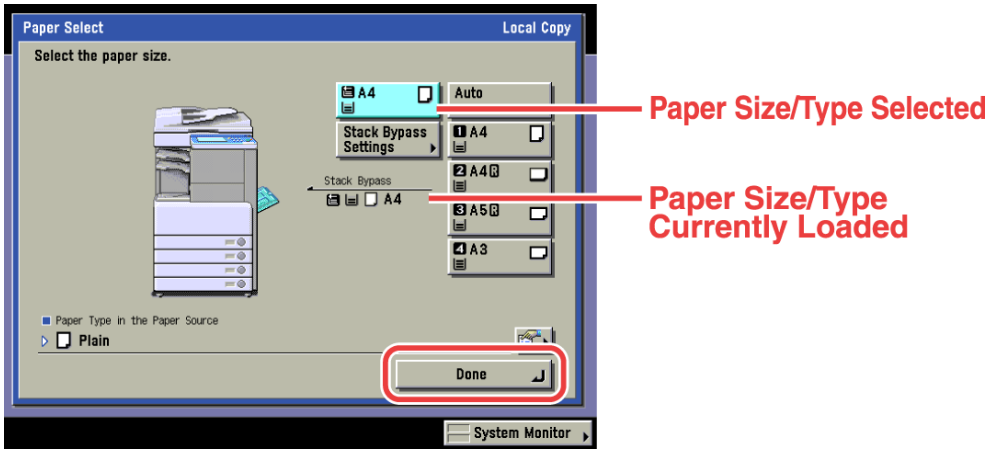

If you are using a paper type that is not listed, press [Detailed Settings] → select the paper type → press [OK].




If you are printing on the backside of a previously printed sheet, press [2nd Side of 2-Sided Page].

- [Transparency] can be selected only if [A4] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock(p.3-44)."
- You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Security(p.6-1)."

**6. Press [Done].**




If you press [Stack Bypass Settings], follow the procedures and screens in steps 4 and 5 to reset the paper size and type settings.

**7. If the Copy function is selected, place your originals → select the desired copy settings.**

If you are printing documents that are stored in an inbox, this step is not necessary.

**8. Press ⊙.**

If you are printing documents that are stored in an inbox, press [Start Print].

Copying or scanning starts.

To cancel all settings and return the machine to the Standard mode, press ⊙.

# Multifunctional Operations

The iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following table provides you with the details of multifunctional operations.

## How to read the table

The following table indicates the availability of the operations listed in the horizontal rows when the operations listed in the vertical columns are already being performed.

Examples:

- If the machine receives print data when it is already printing documents that have been received by fax,print performance may be affected.
- You cannot scan originals for a copy job and send job at the same time.

✓ : Available  -: Unavailable  △ : Available, but with conditions

| | | Receive | | | Send | | Scan | | Print | | | Copy: Scan and Print |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | via Net-work | via Fax | Print Data | via Net-work | via Fax | Copy/ Mail Box | Send | Copy | RX Docu-ment | Print Data | |
| Receive | via Net-work | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | via Fax | ✓ | - | ✓ | ✓ | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Print Data | ✓ | ✓ | ✓ *3 | ✓ | ✓ *3 | ✓ | ✓ *3 | ✓ | ✓ *3 | ✓ *3 | ✓ |
| Send | via Net-work | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | via Fax | ✓ | ✓ | ✓ *3 | ✓ | ✓ | ✓ *1 | ✓ *1 *3 | ✓ | ✓ *1 *3 | ✓ *1 *3 | ✓ *1 |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Scan** | **Copy/ Mail Box** | ✓ | ✓ | ✓ | ✓ | ✓ *1 | - | - | ✓ | ✓ *1 | ✓ *1 | - |
| | **Send** | ✓ | ✓ | ✓ *3 | ✓ | ✓ *1 *3 | - | - | ✓ | ✓ *1 *3 | ✓ *1 *3 | - |
| **Print** | **Copy** | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - | △ *2 | △ *2 | - |
| | **RX Docu-ment** | ✓ | ✓ | ✓ *3 | ✓ | ✓ *1 *3 | ✓ *1 | ✓ *1 *3 | △ *2 | △ *2 *3 | △ *2 *3 | △ *2 |
| | **Print Data** | ✓ | ✓ | ✓ *3 | ✓ | ✓ *1 *3 | ✓ *1 | ✓ *1 *3 | △ *2 | △ *2 *3 | - | △ *2 |
| **Copy: Scan and Print** | | ✓ | ✓ | ✓ | ✓ | ✓ *1 | - | - | - | △ *2 | △ *2 | - |

*1 The machine's performance may be affected if image processing, such as compression, enlargement/reduction, and rotation, are carried out.

*2 The output order of competing jobs varies, depending on whether an optional finisher is attached.
- When an optional finisher is attached: one set is output alternately for each job
- When an optional finisher is not attached: one page is output alternately for each job

*3 The machine's processing speed may be slower.

**Remark**

- Even if it is possible to perform multifunctional operations, the operation performance may decrease.
- The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.
- The operation of printing data from an inbox is included in "Print Data" under "Print" in the table.
- The operation of printing remote copy jobs or cascade copy jobs are included in "Copy" under "Print" in the table.

# Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Additional Functions(p.5-1).")

✓ : Available -: Unavailable

| Paper Type | Paper Source | | |
|---|---|---|---|
| | Paper Drawer (64 to 90 g/m²) | Stack Bypass (64 to 128 g/m²) | Paper Deck (optional) (64 to 90 g/m²) |
| Plain*1 | ✓ | ✓ | ✓ |
| Recycled*1 | ✓ | ✓ | ✓ |
| Color | ✓ | ✓ | ✓ |
| Pre-punched | ✓ | ✓ | ✓ |
| Bond Paper | - | ✓ | - |
| Heavy*2 | - | ✓ | - |
| Tracing Paper*3 | - | ✓ | - |
| Transparency*4 | - | ✓ | - |
| Labels | - | ✓ | - |
| Envelopes | ✓ *5 | ✓ | - |

*1 Plain and Recycled paper are from 64 to 90 g/m², or from 64 to 80 g/m² for paper with a highly smooth surface. Load paper heavier than 91g/m² in the stack bypass.

*2 Heavy papers is from 91 to 128 g/m².

*3 Some types of tracing paper cannot be used.

*4 Use only A4 transparencies made especially for this machine.

*5 If the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1, envelopes can be loaded.

✓ : Available -: Unavailable

| Paper Size | | Width x Length | Paper Source | | | |
|---|---|---|---|---|---|---|
| | | | Paper Drawer 1 | Paper Drawer 2, 3, 4 | Stack Bypass | Paper Deck (optional) |
| A3 | | 297 mm × 420 mm | - | ✓ | ✓ | - |
| A4 | | 297 mm × 210 mm | ✓ | ✓ | ✓ | ✓ |
| A4R | | 210 mm × 297 mm | ✓ | ✓ | ✓ | - |
| A5R | | 148 mm × 210 mm | ✓ | ✓ | ✓ | - |
| Envelope | COM 10 No.10 | 104.7 mm × 241.3 mm | ✓ *1 | - | ✓ | - |
| | Monarch: Catalog Glove No.8 | 98.4 mm × 190.5 mm | ✓ *1 | - | ✓ | - |
| | DL | 110 mm × 220 mm | ✓ *1 | - | ✓ | - |
| | ISO-B5 | 176 mm × 250 mm | ✓ *1 | - | ✓ | - |
| | ISO-C5 | 162 mm × 229 mm | ✓ *1 | - | ✓ | - |
| | Yougata 4 | 105 mm × 235 mm | ✓ *1 | - | ✓ | - |
| Free Size | | 99 mm × 148 mm to 297 mm × 432 mm | - | - | ✓ | - |

*1 If the optional Envelope Feeder Attachment-C2 is attached to Paper Drawer 1, envelopes can be loaded.

**Remark**

- For instructions on loading paper, see the following sections:
  - Stack Bypass: "Making Prints Using the Stack Bypass(p.3-29)."
- Paper Drawers 3, 4, and the Paper Deck-Q1 are optional.

# Volume Adjustment

Pressing enables you to adjust the fax sending/receiving alarm volume and transmission volume. You can also set various tones to sound according to the operations performed or status of the device.

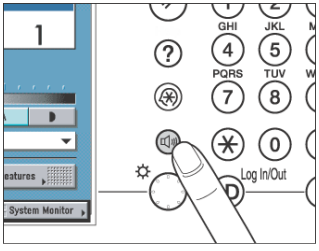
# Adjusting the Alarm and Monitor Volume

You can set the volume for the alarm and monitor tones that this machine sounds during a fax transmission.

**Remark**

- This mode is available only if the optional Super G3 FAX Board is installed.
- The alarm tone sounds when sending or receiving is cancelled.
- The monitor tone sounds when it connects to the recipient's fax machine.

**1. Press on the control panel.**




**2. Select [ ] or [ ] to set the Alarm Volume and Monitor Volume → press [OK].**

You can set the volume to any level on a scale of 0 to 9.

If you set the volume all the way to the left, the volume is muted and no tone will sound.

# Tone Settings

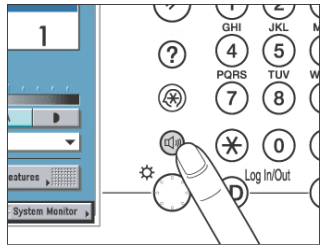
You can set whether to sound the following six types of audible tones. The tones below sound at the following times:

- Entry Tone: When pressing keys on the control panel or keys on the touch panel display
- Invalid Entry Tone: When an invalid key on the control panel or touch panel display is pressed, or when themaximum number of characters is exceeded
- Restock Supplies Tone: When the toner cartridge needs to be replaced
- Error Tone: When a malfunction occurs (e.g., paper jam or operational error)
- Job Done Tone: After a job completes (e.g., outputting or stapling is complete)
- Forgot Original Tone: When originals are placed in the feeder and there is an original that still remains on the platen glass, or vice versa

**Remark**

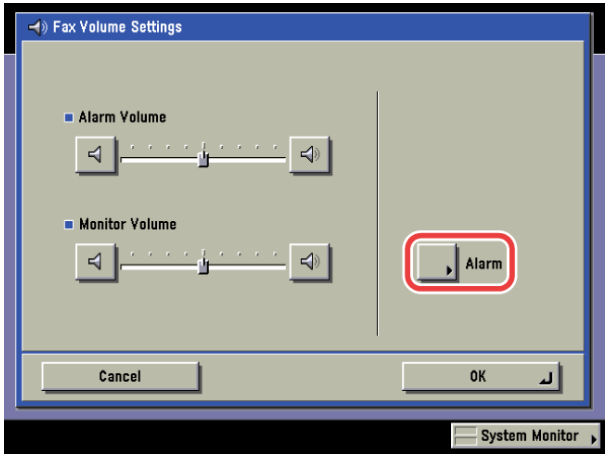
[Forgot Original Tone] appears only if the optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N) is attached.

**1. Press on the control panel.**



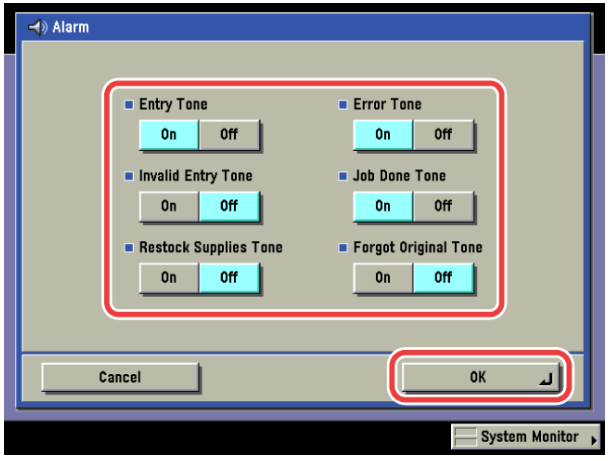
The Fax Volume Settings screen appears on the touch panel display.

**2. Press [Alarm].**

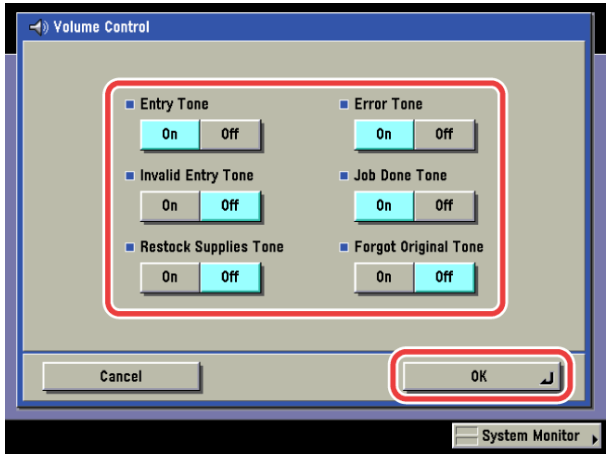



If the optional Super G3 FAX Board is not installed, this procedure is not necessary. Proceed to step 3.

**3. Select [On] or [Off] for the desired tones → press [OK].**




The optional fax board is installed.



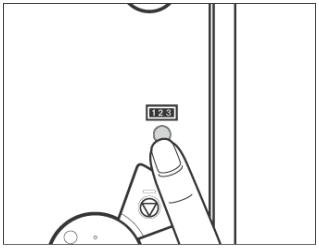

The optional fax board is not installed.

# Checking the Counter and Controller Version

You can check the copy and print page counts, and the print and scan page counts that are performed by users who log on to MEAP applications using a login service.

You can also check the version of the controller.

### 1. Press [123] on the control panel.



The various counts are shown on the touch panel display.

### 2. Check the Send/Fax counter, MEAP counter, or controller version.

- To check the Send/Fax counter:
- To check the MEAP counter:
- To check the controller version:

## To check the Send/Fax counter:

**☐ Press [Send/Fax Cntr Check].**

[Send/Fax Cntr Check] appears if the Color Universal Send Kit is activated, and the optional SuperG3 FAX Board is installed.

[Send Counter Check] appears if the Color Universal Send Kit is activated, but the optional SuperG3 FAX Board is not installed.

[Fax Counter Check] appears if the optional Super G3 FAX Board is installed, but the Color Universal Send Kit is not activated.

☐ **Press [Done].**

● **To check the MEAP counter:**

☐ **Press [MEAP Counter].**

☐ **Press the Application Name drop-down list → select the desired application.**

To check the version information of an application, the MEAP Contents version information, etc., press [Version Information].

☐ **Press [Done].**

● **To check the controller version:**

☐ **Press [Device Configuration].**

☐ **Press [Done].**

**3. Press [Done].**

# Checking Job Status

If you press [System Monitor], the System Monitor screen appears, enabling you to check and change the status of Copy, Send, Fax, Print, and Receive jobs. For example, you can change the order of jobs in the print queue, cancel a job, or check the details of a job.

By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed. By displaying the Log, you can view all of the completed jobs or confirm that a job has been processed. It is also possible to print a fax transmissions/receptions report from the System Monitor screen.

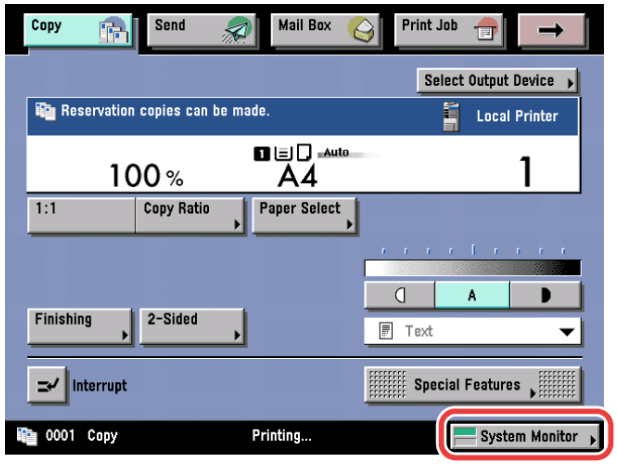
Press [Print Jobs] to confirm or edit print jobs on the Print Job screen.

From the System Monitor screen, it is possible to quickly acquire information about the machine, check the amount of paper remaining in all of the standard and optional paper sources, check the available system memory, and the status of consumables. You can also view a list of error messages.

**Remark**

- If Department ID Management or a login service (such as SSO-H) is set and Display Status Before Authentication in System Monitor Screen Restriction in System Settings (from the Additional Functions screen) is set to 'Off', operations other than displaying the Device Status screen cannot be performed from the System Monitor screen before logging in to the machine. (See "Security(p.6-1).")
- If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed:
  - On the System Monitor screen
    <Activity Report (RX)>, [Details], and [Print List] on the Receive screen
    Copy, Send, Fax, and Print job logs
  - On the Print Job screen
    [Log]
- For information on the operations that can be performed on printer jobs using the Print function, see the PS/PCL/UFR II Printer Guide.
- Many of the check/change operations can also be performed from the Remote User Interface. (See the Remote UI Guide.)
- The status bars on the keys located on the bottom of the System Monitor screen, flash in red or green toindicate the status of jobs. The status bars flash green when there are current jobs that are being processed, and maintain an steady green light when there are jobs in the print queue. Flashing red status bars indicate errors.
- The Send function is available only if the Color Universal Send Kit is activated.
- The Fax function is available only if the optional Super G3 FAX Board is installed.
- The Print function is available only if the optional UFR II Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N), UFR II/PCL Printer Kit (standard-equipped for the iR3245N/iR3235N/ iR3225N), or PS Printer Kit is activated.

1. **Press [System Monitor].**



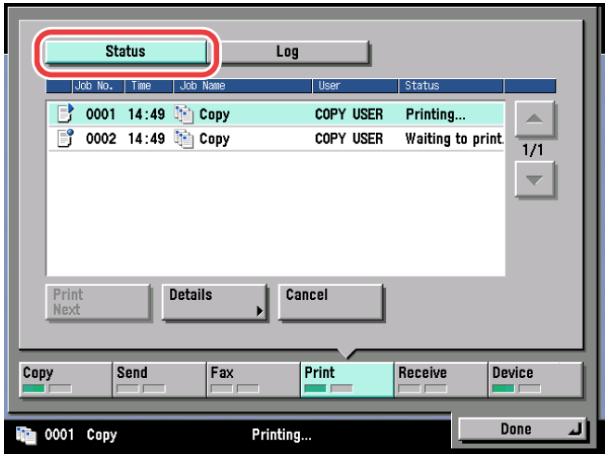

To cancel remote or cascade copy jobs from the machine that is scanning the original, press [Copy] on the System Monitor Screen.

2. **From the keys located at the bottom of the System Monitor screen, select the job type that you want to check or change, or press [Device] to display the current status of the machine.**

- If a job type ([Copy], [Send], [Fax], [Print], or [Receive]) is selected:
- If [Device] is selected:

### If a job type ([Copy], [Send], [Fax], [Print], or [Receive]) is selected:

☐ **Press [Status] to check the jobs currently being processed or waiting to be processed.**



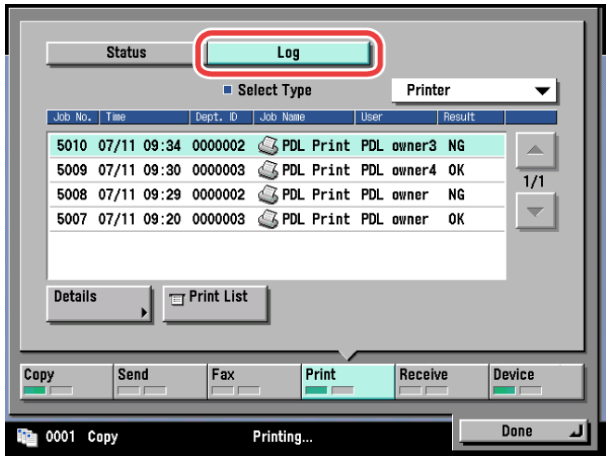

The example above shows the screen that is displayed when [Print] is selected.

If [Fax] is selected, press [Send Job Status] or [Received Job Status] instead.

If [Receive] is selected, press [Forwarding Status].

For instructions on checking the status of Send, Fax, or Receive jobs, see the Sending and Facsimile Guide.

☐ **Press [Log] to check the jobs that have already been processed.**




The log is organized according to the type of job. Press the Select Type drop-down list → select the type of job whose log you want to check.

If you select [RX Print] from the Select Type drop-down list, the log for all receive jobs is displayed in chronological order.

- The status of Receive jobs can only be confirmed by the log.
- The table below describes the icons that are displayed on the status and log screens.

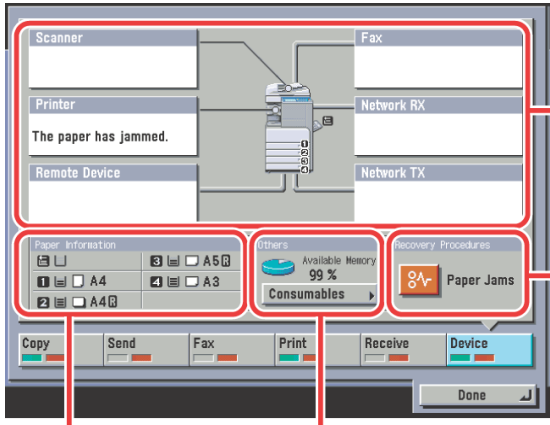
| Icon (Job Status) | Description |
|---|---|
| | Executing |
| | Waiting |
| | Error |
| | Cancelling |
| | Paused |
| | Secured Print |
| | Sent |

| Icon (Job Type) | Description |
|---|---|
| | Copy Job |
| | Send/Fax Job |
| | Mail Box Job |
| | Print Job |
| | Report Print Job |

The most recent 100 copy, fax, or print jobs, and a total of the most recent 100 send and receive jobs are displayed in the log.

## If [Device] is selected:

☐ **Check the current machine status.**




The status of the device and the current job are displayed here.

This area displays recovery procedures for problems, such as clearing a paper jam or replacing the toner and staple cartridges.

The remaining amount of available system memory is displayed in percentage, and the status of consumables are displayed.

The remaining amount of paper, the paper type, and paper size loaded in the paper sources are displayed.

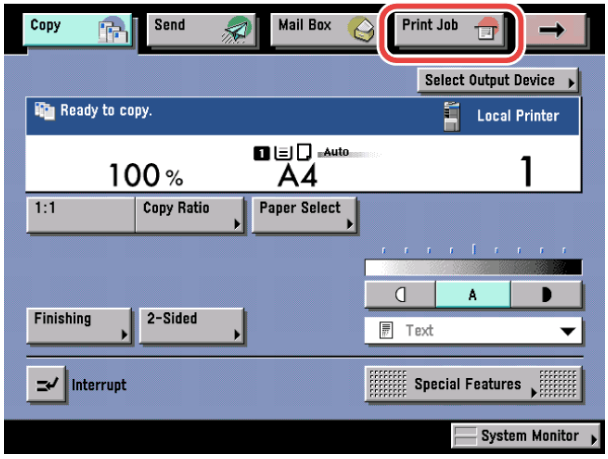
☐ **Press [Consumables] to display the remaining amount of toner and staples.**

☐ **When you are finished checking the status of the consumables, press [Done].**

All displays are approximations of the actual amount of consumables remaining.

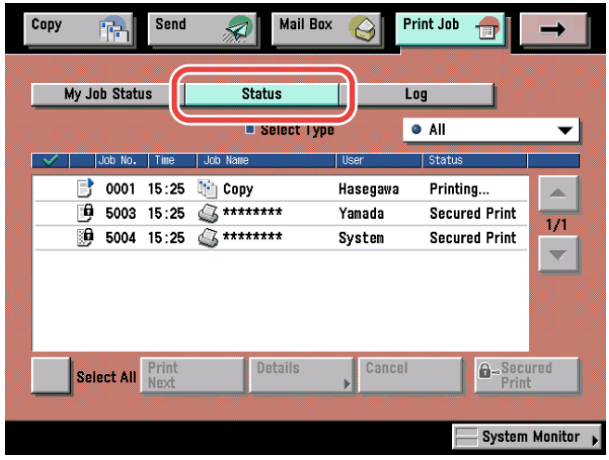
**3. Press [Done].**

1. **Press [Print Job].**



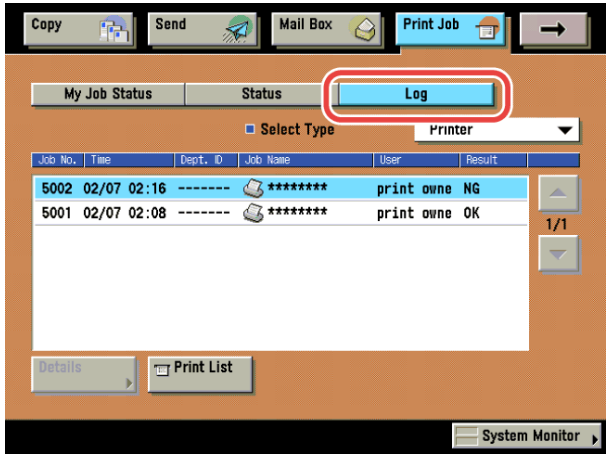

2. **Check the status of the print jobs.**

☐ **Press [Status] to check the jobs currently being processed or waiting to be processed.**




If you are using a login service, [My Job Status] is displayed. Press this key to display only the jobs for the user that is currently logged on to the machine.

☐ **Press [Log] to check the jobs that have already been processed.**




☐ **Press the Select Type drop-down list → select the type of job whose log you want to check.**

For information on the displayed icons, see "Checking Job Status from the System Monitor Screen(p.3-54)."

# Job Details

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.



**Remark**

If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen:

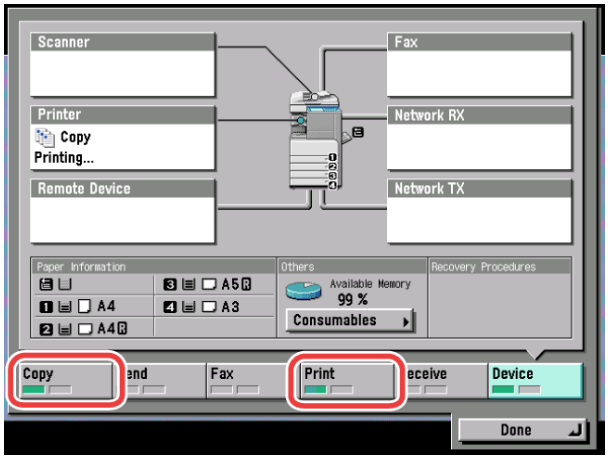
- On the System Monitor screen
  <Activity Report (RX)>, [Details], and [Print List] on the Receive screen
  Copy, Send, Fax, and Print job logs
- On the Print Job screen
  [Log]

For information on the operations that can be performed on printer jobs using the Print function, see the PS/PCL/UFR II Printer Guide.

Only operations for print jobs can be performed on the Print Job screen.

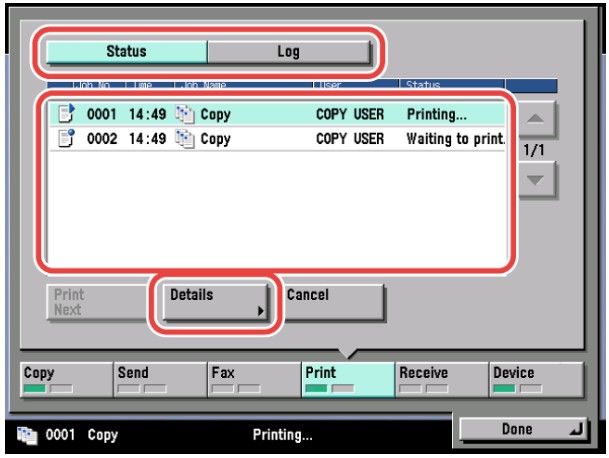
# Checking Copy/Print Job Details

1. **Press [System Monitor] → select the job type ([Copy] or [Print]).**



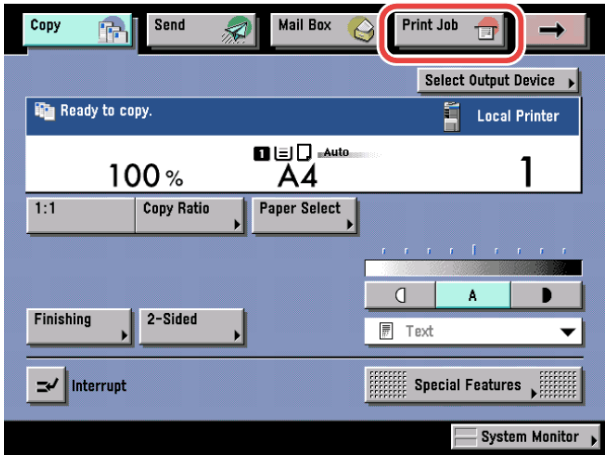

To check the details of jobs specified through a MEAP application, select [Print] for both MEAP copy and print jobs.

2. **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**

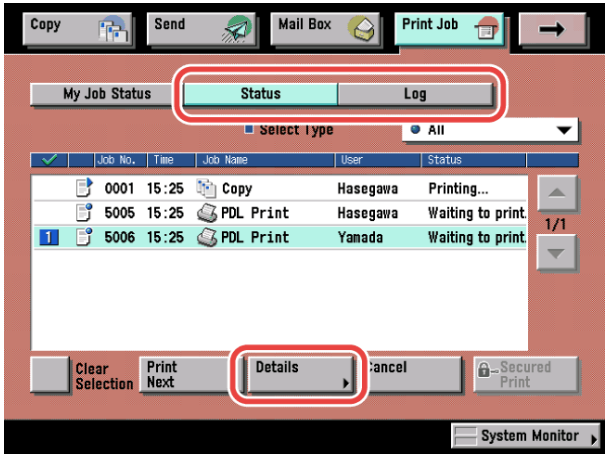



3. **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

1. **Press [Print Job].**




2. **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**

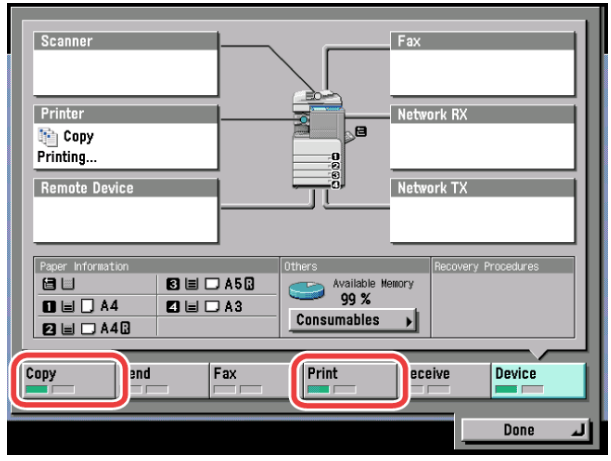


3. **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

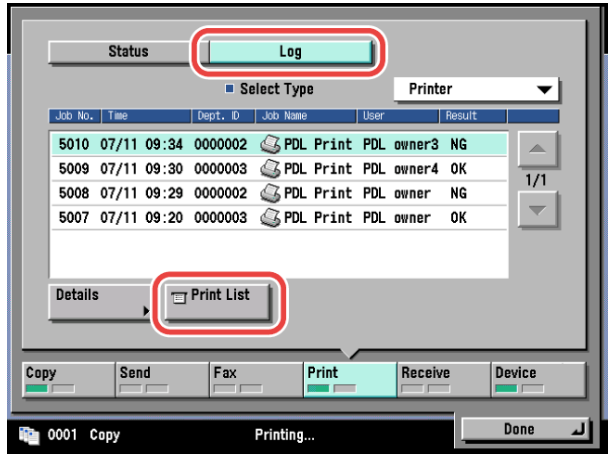
# Printing the Copy/Print Log

# Printing Copy/Print Log from the System Monitor Screen

1. **Press [System Monitor] → select the job type ([Copy] or [Print]).**




2. **Press [Log] → [Print List].**




If you selected [Print], press the Select Type drop-down list → select the type of job whose

log you want to print → press [Print List].

The log can be printed only if A3, A4, or A4R (plain, recycled, or color paper) is loaded in one of the paper sources that are set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")

**3. Press [Yes].**

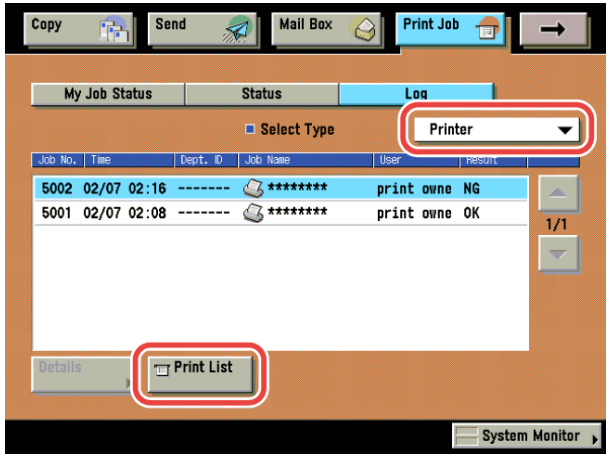
If you selected [Copy], the Copy Log List is printed. If you selected [Print], the Print Log List isprinted.

**4. Press [Done].**

# Printing the Copy/Print Log from the Print Job Screen

1. **Press [Print Job] → [Log].**

2. **Press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].**




3. **Press [Yes].**

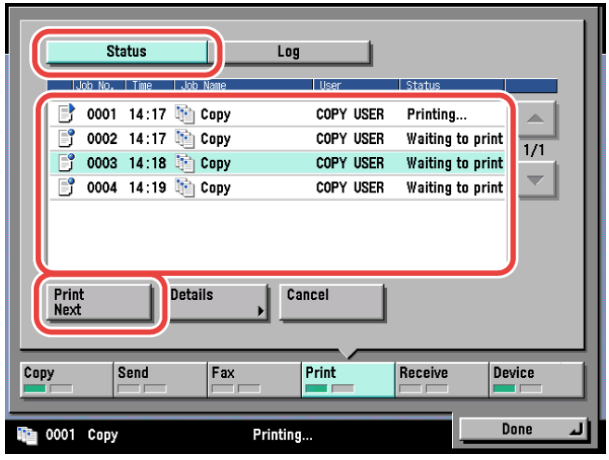
# Priority Printing

You can change the printing priority of a job, so that it is printed right after the current job is complete.

# Selecting the Job for Priority Printing from the System Monitor Screen

1. **Press [System Monitor] → [Print].**

2. **Press [Status] → select the job for priority printing → press [Print Next].**

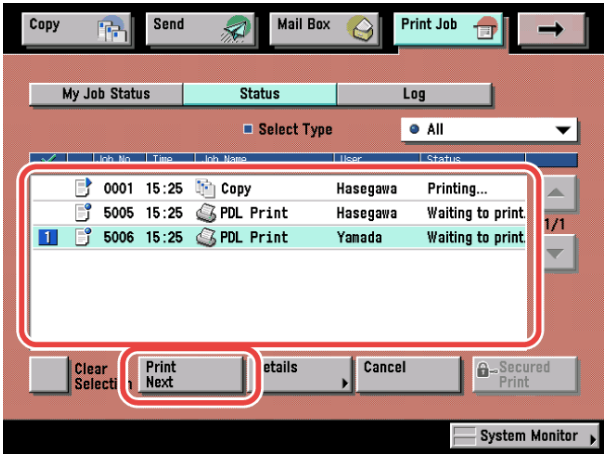



3. **Press [Done].**

# Selecting the Job for Priority Printing from the Print Job Screen

1. **Press [Print Job] → [Status].**

2. **Select the job for priority printing → press [Print Next].**



chapter 4

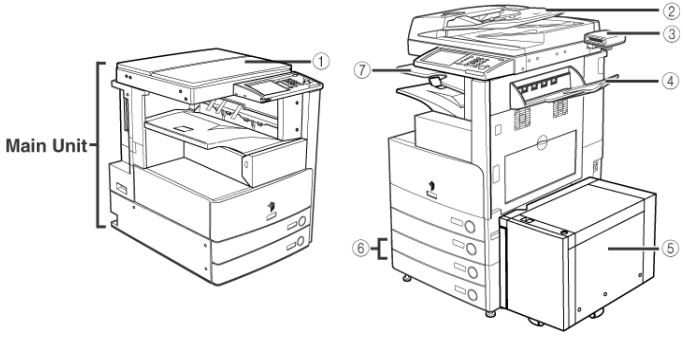
# Optional Equipment

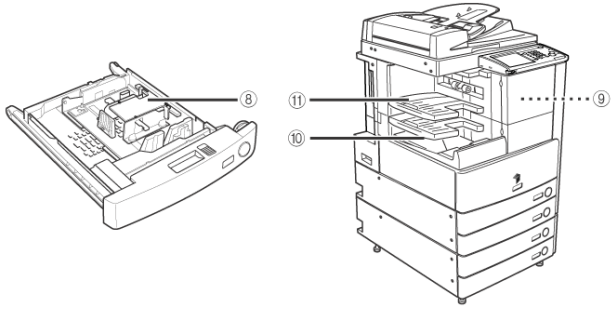
This category describes the optional equipment that can be attached to the machine.

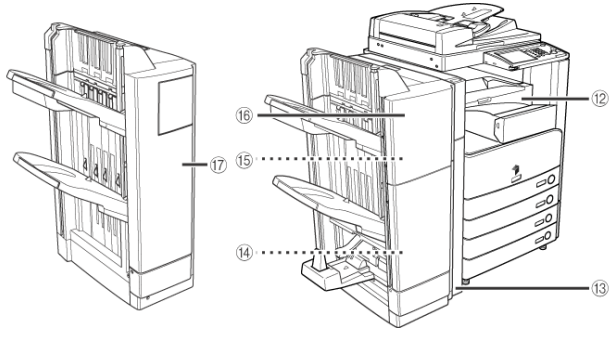
# System Configuration

This section provides you with illustrations of all the optional equipment that can be attached to the machine, and shows you examples of different system configurations.

# Optional Equipment



| | | | |
|---|---|---|---|
| **1** | Platen Cover Type M<br>The Platen Cover Type M secures the originals placed on the platen glass.<br>This option is not available for the iR3245N/ iR3235N/iR3225N. | **2** | Feeder (DADF-U1)<br>Originals placed in the feeder are automatically fed sheet by sheet onto the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one or two-sided copies.<br>The Feeder (DADF-U1) is standard-equipped for the iR3245N/iR3235N/iR3225N. |
| **3** | Card Reader-C1<br>The Card Reader-C1 enables Department ID Management to be performed automatically. | **4** | Copy Tray-J1<br>The Copy Tray-J1 provides an additional paper output tray. |
| **5** | Paper Deck-Q1<br>The Paper Deck-Q1 provides an additional source of paper for printing jobs.<br>The Paper Deck-Q1 holds up to 2,700 sheets of paper (80 g/m$^2$). | **6** | Cassette Feeding Unit-Y3<br>The Cassette Feeding Unit-Y3 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 550 sheets of paper (80 g/m$^2$). |
| **7** | Inner 2 Way Tray-D1<br>The Inner 2 Way Tray-D1 is equipped with the following features: Collate, Group, and Rotate. | **8** | Envelope Feeder Attachment-C2<br>The Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1, and holds only envelopes. |
| **9** | Puncher Unit-Q1/S1/T1<br>The Puncher Unit-Q1/S1/T1 can be attached to the optional Finisher-S1, and is equipped with the Hole Punch mode. | **10** | Finisher-S1<br>The Finisher-S1 is equipped with the following modes: Collate, Group, Offset, and Staple (Corner). |
| **11** | Additional Finisher Tray-B1<br>The Additional Finisher Tray-B1 can be attached to the optional Finisher-S1 to provide an additional paper output tray. | **12** | Buffer Pass Unit-E2<br>The Buffer Pass Unit-E2 is required to attach the Finisher-AE1 or Saddle Finisher-AE2 to the main unit. |
| **13** | Puncher Unit-L1/N1/P1<br>The Puncher Unit-L1/N1/P1 can be attached to the optional Finisher-AE1 or Saddle Finisher-AE2, and is equipped with the Hole Punch mode. | **14** | Staple Cartridge-D2/D3<br>The Staple Cartridge-D2/D3 can be attached to the optional Saddle Finisher-AE2 for saddle stitching. |
| **15** | Staple-J1<br>The Staple-J1 can be attached to the optional finisher for stapling (Corner and Double). | **16** | Saddle Finisher-AE2<br>The Saddle Finisher-AE2 is equipped with the following modes: Collate, Group, Offset, and Staple (Corner, Double, and Saddle Stitch). |
| **17** | Finisher-AE1<br>The Finisher-AE1 is equipped with the following modes: Collate, Group, Offset, and Staple (Corner and Double). | | |

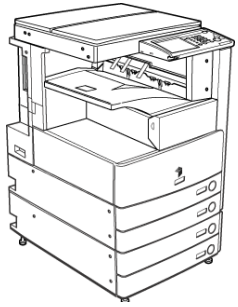
**Remark**

- Only one optional finisher can be attached to the main unit at a time.
- Either the optional Platen Cover Type M or Feeder (DADF-U1) (standard-equipped for the iR3245N/ iR3235N/iR3225N) can be attached to the main unit.

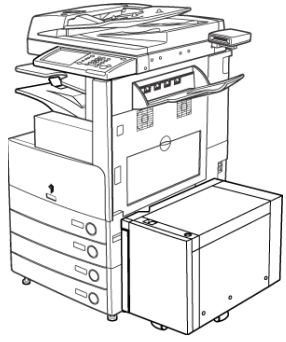
# Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustrations below are only examples of some of the possible system configurations. For information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

The optional Platen Cover Type M and Cassette Feeding Unit-Y3 are attached.

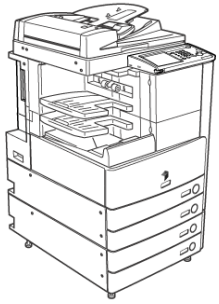


The optional Feeder (DADF-U1), Inner 2 Way Tray-D1, Copy Tray-J1, Cassette Feeding Unit-Y3, Paper Deck-Q1, and Card Reader-C1 are attached.

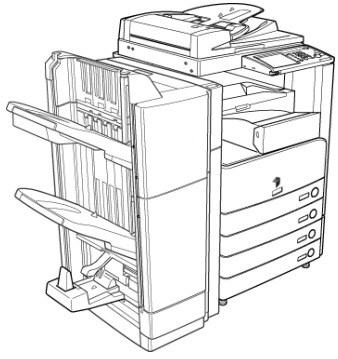


The optional Feeder (DADF-U1), Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding

Unit-Y3 are attached.



The optional Feeder (DADF-U1), Saddle Finisher-AE2, Puncher Unit-L1, Buffer Pass Unit-E2, and Cassette Feeding Unit-Y3 are attached.



* The Feeder (DADF-U1) is standard-equipped for the iR3245N/iR3235N/iR3225N.

# System Options

By installing system related optional accessories, the user can expand the functionality of the machine. This section describes the system related optional accessories and their functions.

## UFR II Printer Kit

The UFR II Printer Kit can be available only to the iR3245/iR3235/iR3225, and enables you to upgrade your machine to a high-speed network printer. This kit incorporates UFR II (Ultra Fast Rendering II) Technology, which utilizes Canon's original printing algorithm to minimize file processing and achieve maximum performance.

**Remark**

- To use the features of the UFR II Printer Kit, it must be activated by registering a license key.
- For the iR3245N/3235N/3225N, the machine is equipped with the UFR II/PCL printer function as standard, therefore you do not need to activate this option.

## UFR II/PCL Printer Kit

You can upgrade this machine to a high-speed network printer by installing the optional UFR II/PCL Printer Kit. This kit incorporates UFR II (Ultra Fast Rendering II) Technology, which utilizes Canon's original printing algorithm to minimize file processing and achieve maximum performance. This kit is also equipped with the Direct Print functions, which enables you to print a TIFF, JPEG, or PDF image without opening the file from your computer, using the Remote UI. It supports PCL5e/6 emulation printing solutions.

**Remark**

- To use the features of the UFR II/PCL Printer Kit, it must be activated by registering a license key.
- The UFR II/PCL Printer Kit is standard-equipped for the iR3245N/iR3235N/iR3225N.

## PS Printer Kit

The PS Printer Kit supports PS emulation printing solutions.

**Remark**

- To use the features of the PS Printer Kit, it must be activated by registering a license key after the UFR II/ PCL Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N) has been activated.
- If you are using the iR3245/iR3235/iR3225, to activate the PS Printer Kit, the memory of the machine must be expanded by installing the Additional Memory Type A (512MB) to the machine.



## Expansion Bus

The Expansion Bus is necessary to install the IPSec Board.

## System Upgrade RAM

This option expands the memory capacity of the machine. By installing the System Upgrade RAM, the memory of your machine is expanded, and there are more functions that can be specified when storing documents in inboxes and scanning documents to be sent.

## Additional Memory Type A (512MB)

This option expands the memory capacity of the machine. To enable some optional functions, it is necessary to install the Additional Memory Type A (512MB) to expand the memory capacity of the machine.

**Remark**

- It is not necessary to install the Additional Memory Type A (512MB) to the iR3245N/iR3235N/iR3225N.

## Super G3 FAX Board

Installing the Super G3 FAX Board enables you to send and receive fax documents. You can also send documents that have been created in applications directly from your PC via a network.

**Remark**

- The Canon Fax Driver is supplied with the Super G3 FAX Board, and enables you to send fax images from a PC via the machine.

## IPSec Board

This is the option for using the IPSec communication. IPSec is a protocol for creating a security policy to protect data received from and sent to the IP network from threats such as interception, alteration, and theft.

**Remark**

To perform IPSec communication, the optional IPSec Board must be installed after installing the Expansion Bus.

## Color Universal Send Kit

The Color Universal Send Kit enables you to send scanned documents by e-mail or I-fax, as well as send scanned data to be stored in file servers or User Inboxes.

**Remark**

To enable the Send function, the Color Universal Send Kit must be activated.

## Universal Send Security Feature Set

The Universal Send Security Feature Set enables you to encrypt PDF files and set a password to send them safely to a file server or e-mail address. It also enables the recipient of the PDF or XPS files to verify which device scanned it.

- Encrypted PDF
  The Encrypted PDF mode enables you to encrypt PDF files that you send to an e-mail address or file server for enhanced security. Only users who enter the correct password can open, print, or change the received PDF.

- Device Signature PDF or Device Signature XPS
  The Device Signature PDF or the Device Signature XPS mode uses the device signature certificate and key pair inside the machine to add a digital signature to the document, which enables the recipient to verify which device scanned it.

**Remark**

To use the features of the Universal Send Security Feature Set, it must be activated by registering a license key after the Color Universal Send Kit has been activated.

## Universal Send Advanced Feature Set

The Universal Send Advanced Feature Set enables you to make Compact PDF, Compact XPS, Trace & Smooth PDF, Searchable PDF, and Searchable XPS files.

- Compact PDF or Compact XPS
  A Compact PDF or a Compact XPS is a higher compressed PDF or XPS file than a normal PDF or XPS file. The text and image portions of a PDF or XPS file are processed separately to achieve a higher level of compression, which enables you to reduce the load on a network or server.

- Trace & Smooth PDF
  The Trace & Smooth mode enables you to convert the text and line drawings of a scanned image to scalable outline data. The outline data (Trace) can be extracted and used in Adobe Illustrator. The smoothing process can also be applied to the text of the outline data to make it appear less jagged when viewed on a PC monitor or in print.

- Searchable PDF or Searchable XPS
  The Searchable PDF or the Searchable XPS mode enables you to perform OCR (Optical Character Recognition) to extract data that can be recognized as text from a scanned image. The text can then be added to the file to create a PDF or XPS file that is searchable.

**Remark**

To use the features of the Universal Send Advanced Feature Set, it must be activated by registering a license key after the Color Universal Send Kit has been activated.

## Digital User Signature Kit

The Digital User Signature Kit enables you to add a digital user signature obtained from a certificate authority to a PDF or XPS file. This enables the recipient of a PDF or XPS file to verify which user signed it.

**Remark**

- To use the features of the Digital User Signature Kit, it must be activated by registering a license key after the Color Universal Send Kit has been activated.
- Digital certificates issued by a certificate authority must be registered to use the Digital User Signature Kit. (See the Remote UI Guide.)



## Secure Watermark

The Secure Watermark enables you to embed hidden text in the background of copies. You can embed text, such as "CONFIDENTIAL," the date and time, or a department name. The embedded text only appears when the machine prints the copies.

## HDD Data Encryption Kit

The HDD Data Encryption Kit is a tool that enables you to prevent data leakages by encrypting all of the data stored in the hard disk of the machine. Encrypted hard disk data that is extracted from the machine cannot be read properly.

## HDD Data Erase Kit

The HDD Data Erase Kit enables you to erase the data stored on the hard disk completely.

**Remark**

- To use the features of the HDD Data Erase Kit, it must be activated.

## Web Access Software

The Web Access Software enables you to view Web pages from the touch panel display of the machine.If you register PDF files on the Web page, you can print them without using a PC. Moreover, if you create a Web page or special content, and then register it as a PDF file, you can share the Web page or special content with other users.

**Remark**

- To print Web pages and PDF files using the Web Access Software, the optional PS Printer Kit must be activated.
- If you are using the iR3245/iR3235/iR3225, to display Flash content, the memory of the machine must be expanded by installing the Additional Memory Type A (512MB). If you are using the iR3245N/iR3235N/ iR3225N, it is not necessary to install the Additional Memory Type A (512MB).



## Encrypted Printing Software

The Encrypted Printing Software enables you to encrypt print data sent from a computer using the Secured Print function, and decrypt it at the machine. This enables you to strengthen the security of print data by preventing the contents of your printed documents from being seen by other users, and preventing the unauthorized use of confidential information.

**Remark**

- The features of the Encrypted Printing Software are available only if the UFR II Printer Kit (standard-equipped for the iR3245N/iR3235N/ iR3225N), UFR II/PCL Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), or PS Printer Kit is activated.

## ACCESS MANAGEMENT SYSTEM KIT

The ACCESS MANAGEMENT SYSTEM KIT enables you to restrict the various features of the Copy, Print, Mail Box, and Send functions that each user can use. Restricting the Send function enables you to reduce the risk of confidential information being leaked, and restricting users to only allow two-sided printing of multiple page documents enables printing costs to be reduced.

## iW Function Flow

iW Function Flow is an option that enables you to register combinations of functions (such as Scan, Print, and Send functions). For example, you can execute multiple operations such as scanning and then sending an original, or combining documents stored in a User Inbox and then printing them as a booklet, all with a single operation.

The authentication function of iW Function Flow also enables each user to register and execute their own settings.

## Wireless LAN Board

Installing the Wireless LAN Board will allow the machine to connect to a network without using cables, and transfer data in infrastructure mode via an access point. Setting a password and authentication method reduces the risk of stolen data or unauthorized access by a third party.

**Remark**

- The Wireless LAN Board and the standard network interface of this product cannot be used at the same time.

## Available Combination of Options

This table describes the optional equipment that is needed to use each function, the available combination of options that can be installed simultaneously, and the limitations when installing optional equipment.

| Machine Function | Optional Equipment Needed | Simultaneous Installation | |
|---|---|---|---|
| | | Required | Limitations |
| Copy Function | Platen Cover Type M or Feeder (DADF-U1) | - | The Platen Cover Type M and Feeder (DADF-U1) cannot be attachedtogether. If only the Platen Cover Type M is attached, some functions may be unavailable. |
| Mail Box Function | Platen Cover Type M or Feeder (DADF-U1) | - | The Platen Cover Type M and Feeder (DADF-U1) cannot be attachedtogether. If only the Platen Cover Type M is attached, some functions may be unavailable. |

| | | | |
|---|---|---|---|
| Send Function | Platen Cover Type M or Feeder (DADF-U1) | - | The Platen Cover Type M and Feeder (DADF-U1) cannot be attachedtogether. If only the Platen Cover Type M is attached, some functions may be unavailable. |
| | Color Universal Send Kit | - | To use the Send function, the Color Universal Send Kit must be activated. |
| | Universal Send Advanced Feature Set | Color Universal Send Kit | To use the features of the Universal Send Advanced Feature Set, it must be activated after the optional Color Universal Send Kit has been activated. |
| | Universal Send Security Feature Set | Color Universal Send Kit | To use the features of the Universal Send Security Feature Set, it must be activated after the optional Color Universal Send Kit has been activated. |
| | Digital User Signature Kit | Color Universal Send Kit | To use the features of the Digital User Signature Kit, it must be activated after the optional Color Universal Send Kit has been activated. |

| | | | |
|---|---|---|---|
| Fax Function | Platen Cover Type M or Feeder (DADF-U1) | - | The Platen Cover Type M and Feeder (DADF-U1) cannot be attachedtogether. If only the Platen Cover Type M is attached, some functions may be unavailable. |
| | Super G3 FAX Board | - | - |
| UFR II Printer Function | UFR II Printer Kit or UFR II/PCL Printer Kit | - | To use the UFR II printer function, the UFR II Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N) must be available for use.<br>To use the UFR II/ PCL printer function, the UFR II/PCL Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N) must be available for use. |
| UFR II/PCL Printer Function and TIFF/ JPEG/PDF Direct Print Function | UFR II/PCL Printer Kit | - | To use the UFR II/ PCL Printer Function, the UFR II/PCL Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N) must be activated. |

| | | | | |
|---|---|---|---|---|
| PS Printer Function and PS Direct Print Function | | PS Printer Kit | UFR II/PCL Printer Kit | To use the features of the PS Printer Kit, it must be activated after the optional UFR II/ PCL Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N) has been activated. If you are using the iR3245/iR3235/ iR3225, to activate the PS Printer Kit, the memory of the machine must be expanded by installing the Additional Memory Type A (512MB) to the machine. |
| Additional Copy Tray | Right Side Output Tray | Copy Tray-J1 | - | The Copy Tray-J1 cannot be used with the Finisher-AE1 or Saddle Finisher-AE2. |
| | Inner Output Tray | Inner 2 Way Tray-D1 | - | The Inner 2 Way Tray-D1 cannot be used with the Finisher-S1, Finisher-AE1, or Saddle Finisher-AE2. |
| | | Additional Finisher Tray-B1 | Finisher-S1 | The Additional Finisher Tray-B1 cannot be used with the Inner 2 Way Tray-D1, Finisher-AE1, or Saddle Finisher-AE2. |
| Secure Watermark | | Secure Watermark | - | - |

| | | | |
|---|---|---|---|
| Collate<br>Group<br>Offset<br>Staple | Finisher-S1, Finisher-AE1, or Saddle Finisher-AE2 | Buffer Pass Unit-E2*1 | The Copy Tray-J1 cannot be used with the Finisher-AE1 or Saddle Finisher-AE2. |
| Hole Punch | Puncher Unit-L1/ N1/P1 | Buffer Pass Unit-E2, Cassette Feeding Unit-Y3, and Finisher-AE1 or Saddle Finisher-AE2 | The Puncher Unit-L1/N1/P1 cannot be used with the Finisher-S1. |
| | Puncher Unit-Q1/ S1/T1 | Finisher-S1 | The Puncher Unit-Q1/S1/T1 cannot be used with the Finisher-AE1 or Saddle Finisher-AE2. |
| Department ID Management*2 | Card Reader-C1 | - | - |
| Additional Paper Supply | Cassette Feeding Unit-Y3 | - | - |
| Large Scale Paper Supply | Paper Deck-Q1 | Cassette Feeding Unit-Y3 | - |
| Security Management (Data Encryption) | HDD Data Encryption Kit | - | - |
| Security Management (Data Erase) | HDD Data Erase Kit | - | - |
| Increased Security (IPSec) | IPSec Board | Expansion Bus | To perform IPSec communication, the optional IPSec Board must be installed after installing the Expansion Bus. |
| Wireless LAN | Wireless LAN Board | - | The Wireless LAN Board and the standard network interface of this product cannot be used at the same time. |

| | | | | |
|---|---|---|---|---|
| Displaying Web Pages | Viewing | Web Access Software | - | If you are using the iR3245/iR3235/ iR3225, to display Flash content, the memory of the machine must be expanded by installing the Additional Memory Type A (512MB). If you are using the iR3245N/iR3235N/ iR3225N, it is not necessary to install the Additional Memory Type A (512MB). |
| | Printing Web Pages/PDF Files | | PS Printer Kit | - |
| Encrypted Secured Printing | | Encrypted Printing Software | Print Function | To use the features of the Encrypted Printing Software, an optional printing kit must be activated. |

*1 If the Finisher-S1 is attached, the Buffer Pass Unit-E2 is not necessary.

*2 The Department ID Management function is a standard function in this machine. If the optional Card Reader-C1 is attached, Department ID Management is performed automatically, and you do not have to enter the Department ID and password manually. The Card Reader-C1 enables you to check the print totals and the remaining number of pages that can be printed on the touch panel display.

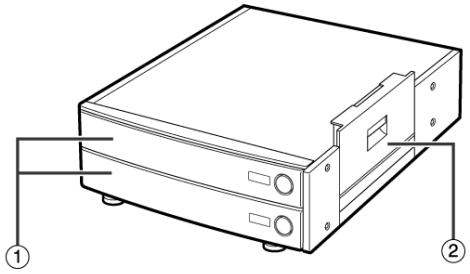
# Utilities

# Cassette Feeding Unit-Y3

If you attach the Cassette Feeding Unit-Y3 to the machine, you have two additional paper sources for print jobs.

Up to 550 sheets of paper (80 g/m$^2$) can be loaded into each drawer of the Cassette feeding unit.

## Parts and Their Functions

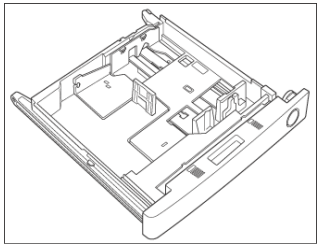



| | | | |
|---|---|---|---|
| **1** | Paper Drawers<br>Each paper drawer holds up to 550 sheets of paper (80 g/m$^2$). | **2** | Lower Right Cover<br>Open this cover to remove jammed paper. |

### FL Cassette-Y1(L)

This cassette can be adjusted to hold various paper sizes.

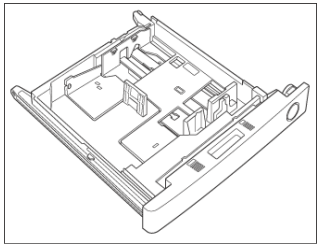
- Available Locations: Paper Drawers 2, 3, or 4
- Available Paper Sizes: A3, A4, A4R, or A5R



### FL Cassette-Z1(M)

This cassette can be adjusted to hold various paper sizes.

- Available Locations: Paper Drawer 1
- Available Paper Sizes: A4, A4R, or A5R



# Paper Deck-Q1

If you attach the Paper Deck-Q1 to the machine, you have one additional source of paper for print jobs.

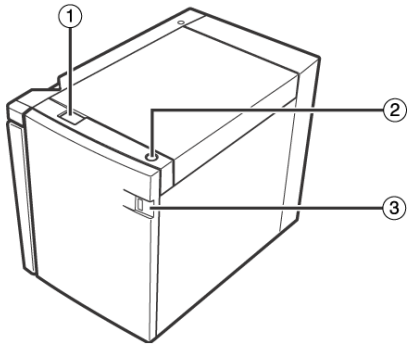
Up to 2,700 sheets of paper (80 g/m$^2$) can be loaded into the paper deck.



**Remark**

- If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.
- The paper size of the paper deck is fixed to A4.

## Parts and Their Functions




| | | | |
|---|---|---|---|
| **1** | Release Button<br>Press to move the paper deck away from the main unit when you want to detach it from the machine. | **2** | Open Button<br>Press to open the paper deck when you need to load paper or check for a paper jam. |
| **3** | Paper Supply Indicator<br>Enables you to check the amount of paper remaining in the paper deck. | | |

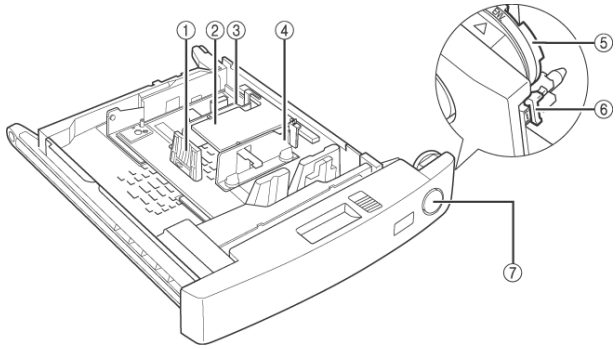
## Envelope Feeder Attachment-C2

The following six types of envelopes can be loaded into the envelope feeder attachment:

- COM 10 No.10: 104.7 mm × 241.3 mm
- Monarch: Catalog Glove No.8: 98.4 mm × 190.5 mm
- DL: 110 mm × 220 mm
- ISO-C5: 162 mm × 229 mm
- ISO-B5: 176 mm × 250 mm
- Yougata 4: 105 mm × 235 mm

## Parts and Their Functions

The Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.




| | | | |
|---|---|---|---|
| **1** | Left Guide<br>Use the Left Guide to align the length of the envelopes being loaded. | **2** | Envelope Receptacle<br>The Envelope Receptacle pushes the envelopes up so that they can be fed correctly, even when there are only a few envelopes left. |
| **3** | Back Width Guide<br>Fix the Back Width Guide in place using the provided screws to match the width of the envelopes. | **4** | Front Width Guide<br>Fix the Front Width Guide in place using the provided screws to match the width of the envelopes. |
| **5** | Paper Size Dial<br>When the Envelope Feeder Attachment-C2 is attached to the paper drawer, make sure that the Paper Size Dial is set to 'ENV'. | **6** | Size Switch<br>Select either 'ENV.1' or 'ENV.2' for the envelope type. |
| **7** | Open Button<br>Press to open the paper drawer. | | |

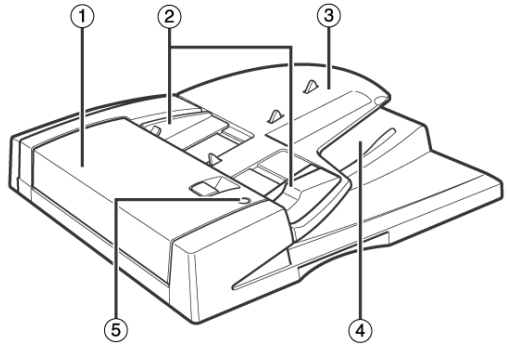
# Feeder (DADF-U1)

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one or two-sided copies.

**Remark**

- Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.
- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.
- The Feeder (DADF-U1) is standard-equipped for the iR3245N/iR3235N/iR3225N.

## Parts and Their Functions




| | | | |
|---|---|---|---|
| **1** | Feeder Cover<br>Open this cover to remove jammed originals. | **2** | Slide Guides<br>Adjust the slide guides to match the width of the original. |
| **3** | Original Supply Tray<br>Originals placed here are automatically fed sheet by sheet to the platen glass. Place originals into this tray with the surface that you want to scan face up. | **4** | Original Output Area<br>Originals that have been scanned from the original supply tray are output into the Original Output Area in the order that they are fed into the feeder. |
| **5** | Original Set Indicator<br>Lights when originals are placed in the original supply tray. | | |

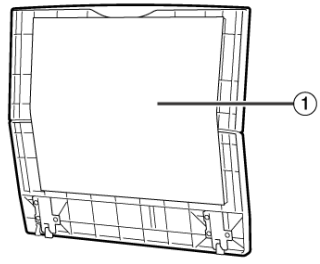
# Platen Cover Type M

The Platen Cover Type M secures originals that are placed on the platen glass for copying.

**Remark**

This option is not available for the iR3245N/iR3235N/ iR3225N.

## Parts and Their Functions




| | | | |
|---|---|---|---|
| **1** | Platen Cover<br>Close the platen cover to secure originals that have been placed on the platen glass. | | |

# Finisher-S1/Puncher Unit-Q1/S1/T1

The Finisher-S1 is equipped with the following finishing modes: Collate, Group, Offset, and Staple. (See "Finishing Modes(p.4-35).")

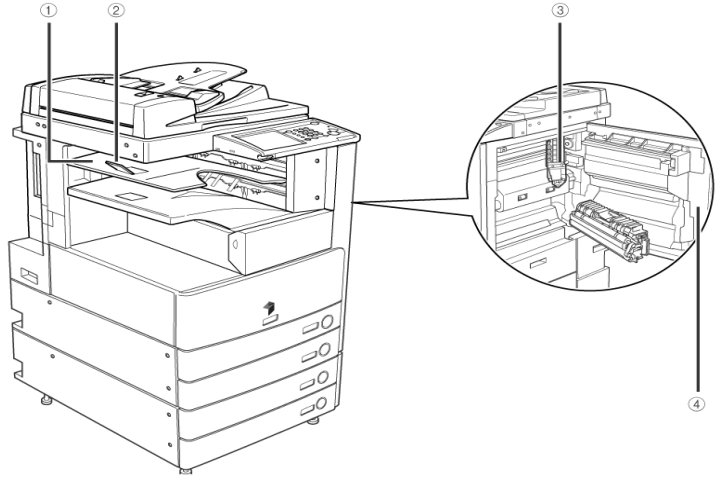
The Puncher Unit-Q1/S1/T1 is equipped with the Hole Punch mode.

If the optional Copy Tray-J1 is attached to the right side of the machine, and the optional Additional Finisher Tray-B1 is attached to the Finisher-S1, prints can be delivered to three different locations.

**Remark**

- The Finisher-S1 cannot be attached with the optional Inner 2 Way Tray-D1.

## Parts and Their Functions




| | | | |
|---|---|---|---|
| **1** | Auxiliary Tray<br>If you are printing on large size paper, such as A3 or A4R, pull out the auxiliary tray. | **2** | Additional Finisher Tray-B1<br>The Additional Finisher Tray-B1 can be attached to the optional Finisher-S1, and provides an additional paper output tray. |
| **3** | Output Tray<br>Paper is output to the output tray. | **4** | Front Cover<br>Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. |
| **5** | Main Unit's Right Cover<br>Open this cover when clearing a paper jam inside the main unit. | **6** | Paper Output Unit<br>Pull out the paper output unit to remove jammed paper. |
| **7** | Handle<br>Grip this handle to pull out the Finisher-S1 or push it back into its original position. | | |

# Finishing Modes

The Finisher-S1 is equipped with the following finishing modes.

**Remark**

If the Collate or Group mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, printing stops temporarily. Remove all of the prints from the output tray, and printing resumes.

## Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

## Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

## Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals.

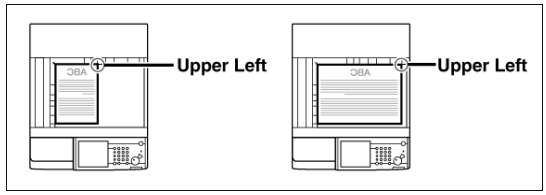
**Remark**

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted approximately 30 mm before it is delivered to the output tray.

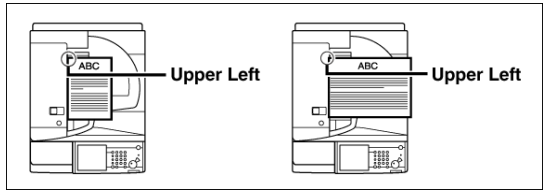
## Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

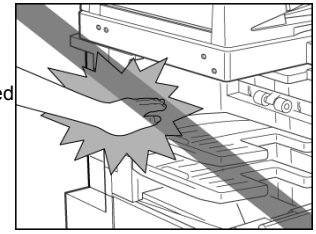



- If originals are placed in the optional feeder:

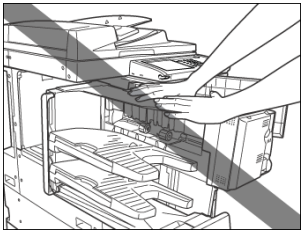


**Remark**

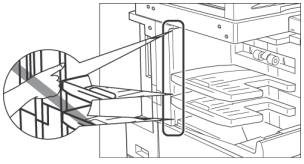
- Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.



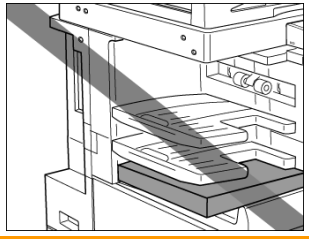
- Do not place objects or lean against the finisher unit when it is extended. Doing so may damage the finisher or cause the machine to tip over, resulting in personal injury.



- Do not place your hands into the open spaces around the moving finisher trays. Doing so may result in personal injury or damage to the finisher.



- Do not place anything under the trays of the finisher, as doing so may damage the trays.

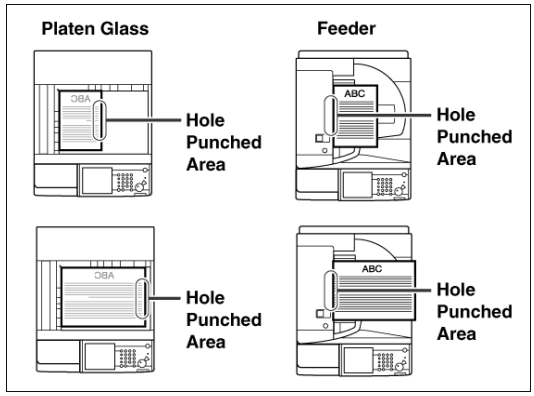


- If the Staple mode is set, the output tray moves downward as the stack of paper that is output increases in quantity and thickness. Once the output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- Only the following paper sizes can be stapled: A3, A4, or A4R.
- You cannot staple envelopes, transparencies, tracing paper, or labels.
- The maximum number of sheets, including cover sheets, that can be stapled together is 30 sheets of A3 or A4R paper, and 50 sheets of A4 paper.
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge.

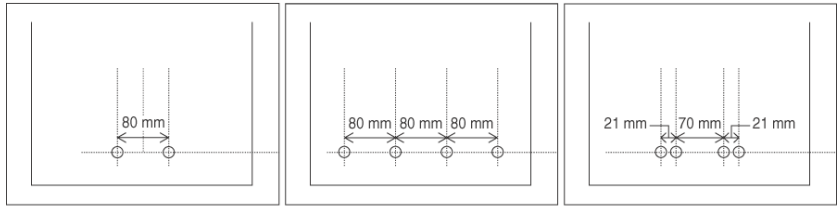
## Hole Punch Mode

The Hole Punch mode punches two or three holes (depending on the paper size) in the printed sheets.

- The hole punched areas are shown in the illustration below.




- The distance between the punch holes is shown in the illustration below.




Puncher Unit-Q1 Puncher Unit-S1 Puncher Unit-T1

**Remark**

- You cannot punch holes in A5R paper.
- Holes cannot be punched in transparencies, envelopes, pre-punched paper, tracing paper, or labels.
- The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

√ : Available -: Unavailable

| Paper Size | Output Tray |
|---|---|
| A3 | √ |
| A4 | √ |
| A4R | √ |
| A5R | √ |

| | | |
|---|---|---|
| Envelope | COM10 No.10 | ✓ |
| | Monarch: Catalog Glove No.8 | ✓ |
| | DL | ✓ |
| | ISO-B5 | ✓ |
| | ISO-C5 | ✓ |
| | Yougata 4 | ✓ |
| Free size | 99 mm × 148 mm to 297 mm × 432 mm | ✓ |

# Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-L1/N1/P1

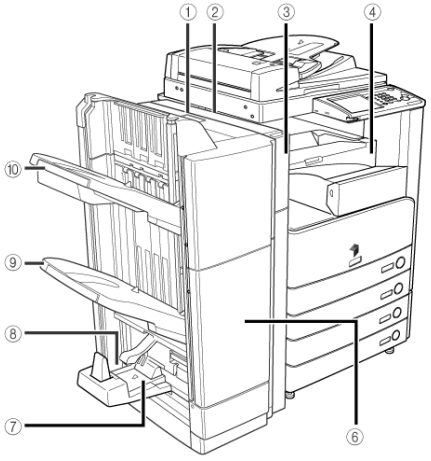
The Finisher-AE1 and Saddle Finisher-AE2 are equipped with the following finishing modes: Collate, Group, Offset, and Staple.

The Saddle Finisher-AE2 is also equipped with the Saddle Stitch mode.

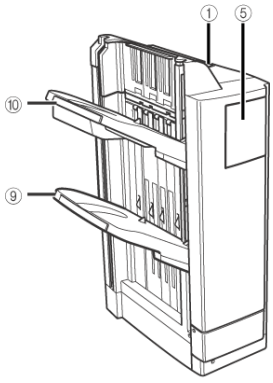
The Puncher Unit-L1/N1/P1 is equipped with the Hole Punch mode.

**Remark**

- To attach the Finisher-AE1 or Saddle Finisher-AE2, the optional Buffer Pass Unit-E2 is required.
- Either the Finisher-AE1 or Saddle Finisher-AE2 can be attached to the main unit.
- The Puncher Unit-L1/N1/P1 can be attached only if the Finisher-AE1 or Saddle Finisher-AE2 is attached.




The Saddle Finisher-AE2, Puncher Unit-L1, and Buffer Pass Unit-E2 are attached.




The Finisher-AE1

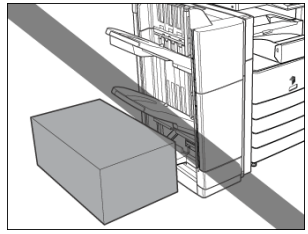
| | | | |
|---|---|---|---|
| **1** | Top Cover of the Finisher<br>Open this cover to remove jammed paper. | **2** | Top Cover of the Puncher Unit<br>Open this cover to remove jammed paper. |
| **3** | Front Cover of the Punch Waste Tray<br>Open this cover to remove punch waste or to remove jammed paper. | **4** | Buffer Pass Unit-E2<br>Open the Buffer Pass Unit-E2 to remove jammed paper. |
| **5** | Front Cover of the Finisher-AE1<br>Open this cover to replace the staple cartridge in the stapler unit, or to clear a staple jam. | **6** | Front Cover of the Saddle Finisher-AE2<br>Open this cover to replace the staple cartridge, remove jammed paper, or to clear a staple jam in the stapler unit and saddle stitcher unit. |
| **7** | Booklet Tray (Saddle Finisher-AE2 Only)<br>Prints that are saddle stitched are output to this tray. | **8** | Booklet Tray Guide (Saddle Finisher-AE2 Only)<br>Set this guide to match the size of the output paper. (See "Finishing Modes(p.4-35).") |
| **9** | Lower Output Tray<br>Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Additional Functions(p.5-1).") | **10** | Upper Output Tray<br>Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Additional Functions(p.5-1).") |

# Finishing Modes

The Finisher-AE1 and Saddle Finisher-AE2 are equipped with the following finishing modes.

**Remark**

- Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.
- Do not place anything under the trays of the finisher, as doing so may damage the trays.



- If the Collate or Group mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all of the output paper from the trays. The trays move upward, and printing resumes.

## Collate Mode

The prints are automatically collated into sets arranged in page order. The collated print sets can be shifted by pressing [Offset].

## Group Mode

All prints of the same original page are grouped together. The grouped print sets can be shifted by pressing [Offset].

## Offset Mode

The print output is shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals. For example, if you place A4R originals, the paper is output and shifted in the horizontal direction. If you place A4 originals, the paper is output and shifted in the vertical direction.

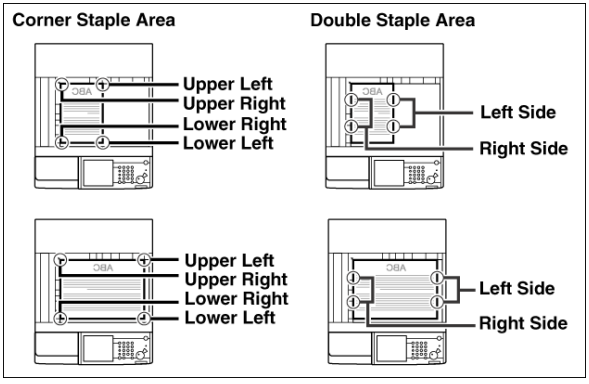
**Remark**

If you press [Offset] when either the Collate or Group mode is set, each set of prints is shifted approximately 30 mm before it is delivered to the output tray.

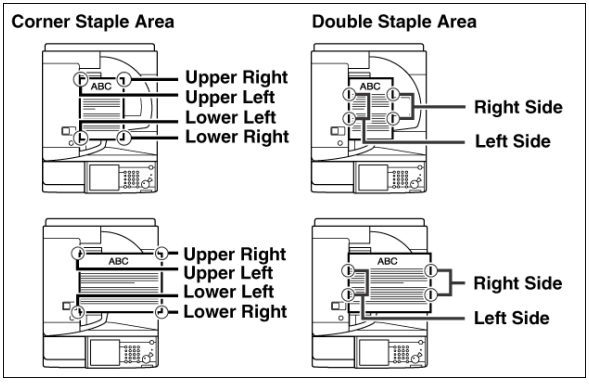
## Staple Mode

The prints are automatically collated into sets arranged in page order and stapled. Prints are stapled in the following places:

- If an original is placed on the platen glass:

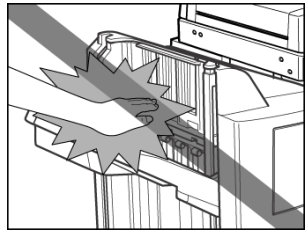



- If originals are placed in the optional feeder:



**Remark**

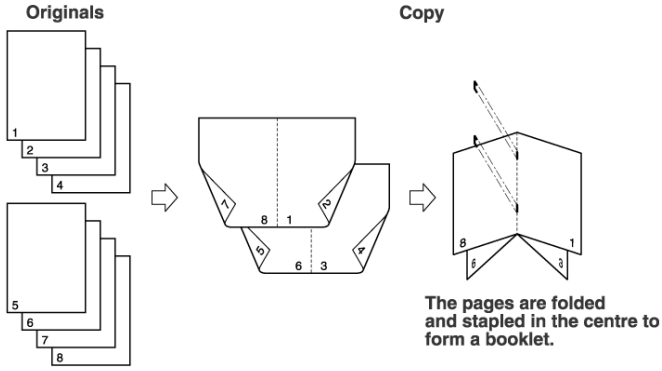
- If a finisher is attached to the machine, do not place your hand in the part of the tray where stapling is performed or where the rollers are located, as this may result in personal injury.



- If the Staple mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, or after 30 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- You cannot corner or double staple A5R paper.
- You cannot staple transparencies, envelopes, tracing paper, or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.
- The maximum number of sheets, including cover sheets, that can be stapled together is 30 sheets of A3 or A4R paper, and 50 sheets of A4 paper.
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge.

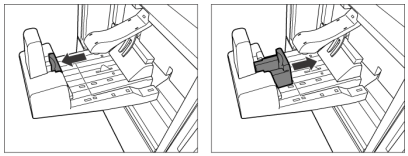
## Saddle Stitch Mode

The Saddle Stitch mode enables you to make booklets, consisting of pages folded and stapled in the centre.



**Remark**

- The Saddle Stitch mode is available only if the Saddle Finisher-AE2 is attached.
- The maximum number of sheets that can be saddle stitched is 15 (60 pages, 80 g/m$^2$), including cover sheets. To change the amount of pages that can be saddle stitched, contact your local authorized Canon dealer.
- The paper sizes that can be saddle stitched are: A3 or A4R.
- The accuracy of folds created in the Saddle Stitch mode may vary depending on the paper type and the number of sheets.
- Make sure to adjust the Booklet Tray guide to match the size of the output paper before outputting saddle stitched prints, as shown below.

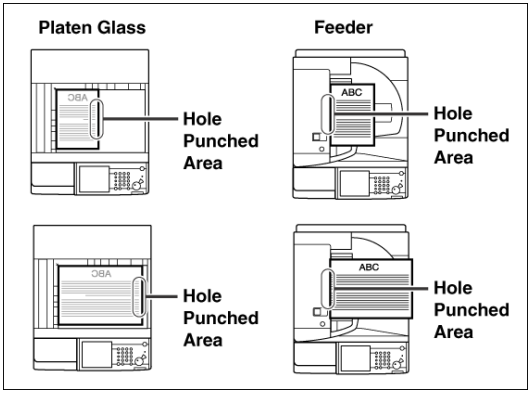



- A paper jam may occur if the Booklet Tray guide is not adjusted to match the size of the output paper.

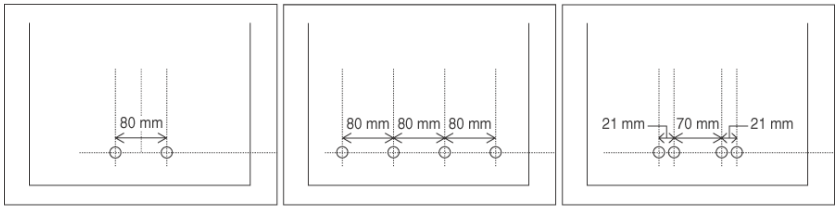
## Hole Punch Mode

The Hole Punch mode punches two or three holes (depending on the paper size) in the printed sheets.

- The hole punched areas are shown in the illustration below.



- The distance between the punch holes is shown in the illustration below.




Puncher Unit-L1 Puncher Unit-N1 Puncher Unit-P1

**Remark**

- You cannot punch holes in A5R paper.
- Holes cannot be punched in transparencies, envelopes, pre-punched paper, tracing paper, or labels.
- The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓ : Available -: Unavailable

| Paper Size | | Paper Size | | | |
|---|---|---|---|---|---|
| | | Tray A | Tray B | Tray C | Booklet Tray |
| A3 | | ✓ | ✓ | ✓ | ✓ |
| A4 | | ✓ | ✓ | ✓ | - |
| A4R | | ✓ | ✓ | ✓ | ✓ |
| A5R | | ✓ | ✓ | ✓ | - |
| Envelope | COM10 No.10 | ✓ | ✓ | ✓ | - |
| | Monarch: Catalog Glove No.8 | ✓ | ✓ | ✓ | - |
| | DL | ✓ | ✓ | ✓ | - |
| | ISO-B5 | ✓ | ✓ | ✓ | - |
| | ISO-C5 | ✓ | ✓ | ✓ | - |
| | Yougata 4 | ✓ | ✓ | ✓ | - |
| Free Size | 99 mm × 148 mm to 297 mm × 432 mm | ✓ | ✓ | - | - |

The Booklet Tray can only be used when the Saddle Finisher-AE2 is attached.

# Inner 2 Way Tray-D1

If you attach the Inner 2 Way Tray-D1 to the machine, prints can be delivered to both the main tray and the Inner 2 Way Tray-D1.

Additionally, if the optional Copy Tray-J1 is attached to the right side of the machine, prints can be delivered to three different locations.

When the Inner 2 Way Tray-D1 is attached to the machine, the following finishing modes are available:

**Remark**

- If the optional Finisher-S1, Finisher-AE1, or Saddle Finisher-AE2 is attached, the Inner 2 Way Tray-D1 cannot be attached.

## Collate Mode

The prints are automatically collated into sets arranged in page order before they are delivered to the Inner 2 Way Tray-D1.

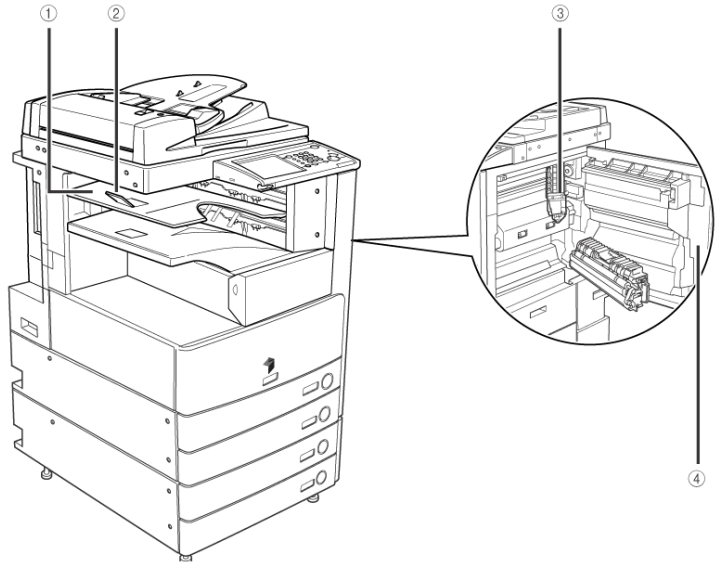
## Group Mode

All prints of the same original page are grouped together into sets before they are delivered to the Inner2 Way Tray-D1.

## Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in pageorder, and are output in alternating directions to the Inner 2 Way Tray-D1.

# Parts and Their Functions




| | | | |
|---|---|---|---|
| **1** | Inner 2 Way Tray<br>Prints are output to this tray. | **2** | Output Paper Tray Guide<br>Tilt up the output paper tray guide to catch the printouts. |
| **3** | Paper Output Unit<br>Pull out the Paper Output Unit to remove jammed paper. | **4** | Main Unit's Right Cover<br>Open this cover when clearing a paper jam inside the main unit. |

**Remark**

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓ : Available -: Unavailable

| Paper Size | Output Tray | |
|---|---|---|
| | Tray A | Tray B |
| A3 | ✓ | ✓ |

| | | | |
|---|---|---|---|
| A4 | | ✓ | ✓ |
| A4R | | ✓ | ✓ |
| A5R | | ✓ | ✓ |
| Envelope | COM10 No.10 | ✓ | ✓ |
| | Monarch: Catalog Glove No.8 | ✓ | ✓ |
| | DL | ✓ | ✓ |
| | ISO-B5 | ✓ | ✓ |
| | ISO-C5 | ✓ | ✓ |
| | Yougata 4 | ✓ | ✓ |
| Free Size | 99 mm × 148 mm to 297 mm × 432 mm | ✓ | ✓ |

# Copy Tray-J1

If the Copy Tray-J1 is attached to the machine, the following finishing modes are available:

## Collate Mode

The prints are automatically collated into sets arranged in page order before they are delivered to the output tray.

## Group Mode

All prints of the same original page are grouped together into sets before they are delivered to the outputtray.

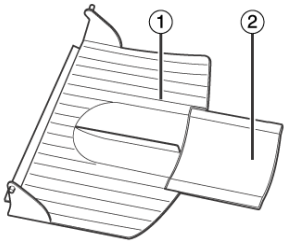
## Rotate Mode

If originals of the same size are printed, the prints are automatically collated into sets arranged in pageorder, and are output in alternating directions to the output tray.

**Remark**

[Rotate] can only be selected when the Copy Tray-J1 and the optional Inner 2 Way Tray-D1 are attached.

# Parts and Their Functions




| | | | |
|---|---|---|---|
| **1** | Output Tray<br>Prints are output to this tray. | **2** | Auxiliary Tray<br>Pull out the auxiliary tray if you are printing on large size paper (A3 or A4R). |

**Remark**

The following are paper sizes that can be output to the output trays of the machine. However, some paper sizes may not be output, depending on the set functions.

✓ : Available -: Unavailable

| Paper Size | | Output Tray |
|---|---|---|
| A3 | | ✓ |
| A4 | | ✓ |
| A4R | | ✓ |
| A5R | | ✓ |
| Envelope | COM10 No.10 | - |
| | Monarch: Catalog Glove No.8 | - |
| | DL | - |
| | ISO-B5 | - |
| | ISO-C5 | - |
| | Yougata 4 | - |
| Free Size | 99 mm × 148 mm to 297 mm × 432 mm | - |

# Card Reader-C1

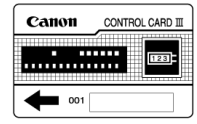
If the Card Reader-C1 is attached to the machine, you must insert a control card to operate it. The Card Reader-C1 performs Department ID Management by using the control card.

**Remark**

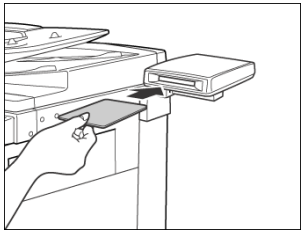
- If you are using a login service other than default authentication, the Limit Functions mode will not be available.
- If SSO-H is set as the login service, you cannot use the optional Card Reader-C1.
- If the Basic Features screen does not appear on the touch panel display when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An unusable control card is not inserted. (For example, cards, which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.
- For instructions on turning the power ON, see "Before You Start Using This Machine(p.1-1)."
- If the Card Reader-C1 is attached, the types of cards shown below can be used. An optical type card can manage up to 200 departments, and a magnetic type card can manage up to 1,000 departments.

Magnetic Type Card

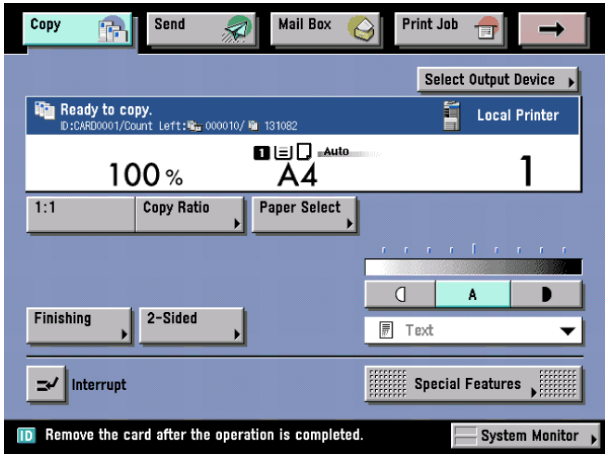
Optical Type Card



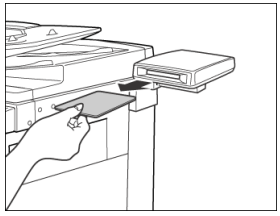
1. **Insert the control card into the card slot, making sure that it is facing in the correct direction.**



The Basic Features screen of the selected function appears on the touch panel display.



# Procedure after Using the Machine



**1. After you finish using the machine, remove the control card.**

The touch panel display returns to the screen for inserting the control card.

Once you have removed the control card, you cannot operate the machine until the control card is inserted again.

# Department ID Management

This section describes how to change the password and page limit, and how to check the print totals when the control card is being used.

**Remark**

The maximum number of digits that you can register for the password is seven. If you enter fewer than seven digits, the machine registers the password with leading zeros.

- Example: If <321> is entered, <0000321> is registered.

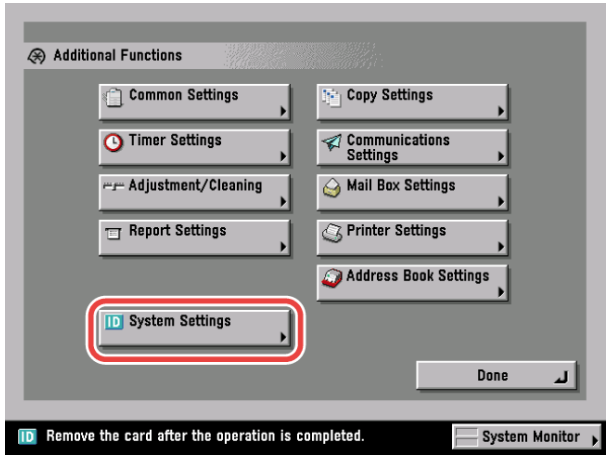
# Flow of Additional Functions Operations

This section describes the flow of Additional Functions operations when the optional Card Reader-C1 is attached.

**Remark**

Settings specified from the Additional Functions screen are never changed when you press .

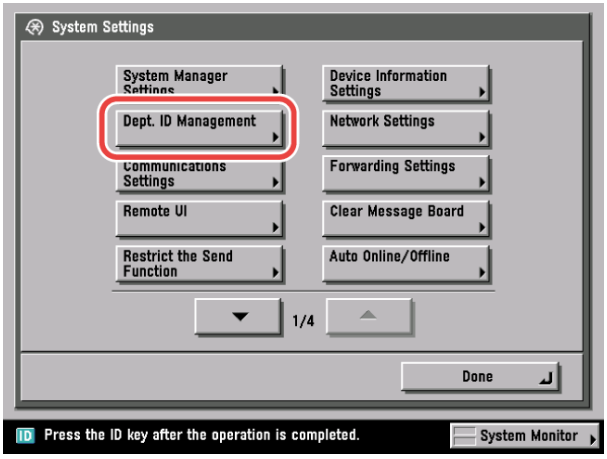
**1. Press → [System Settings].**




If the System Manager ID and System Password have been set, enter the System Manager IDand System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

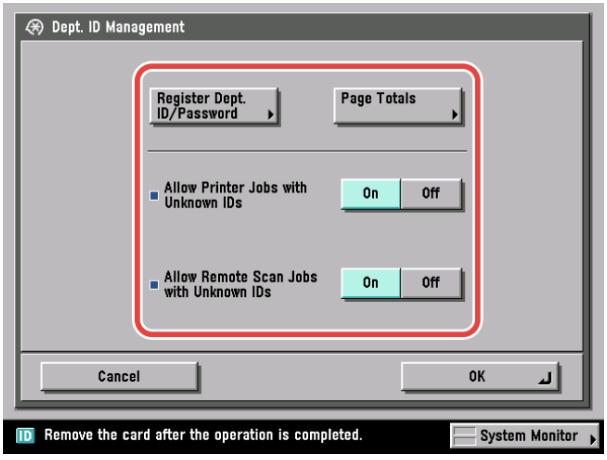
The System Settings screen is displayed.

## 2. Press [Dept. ID Management].

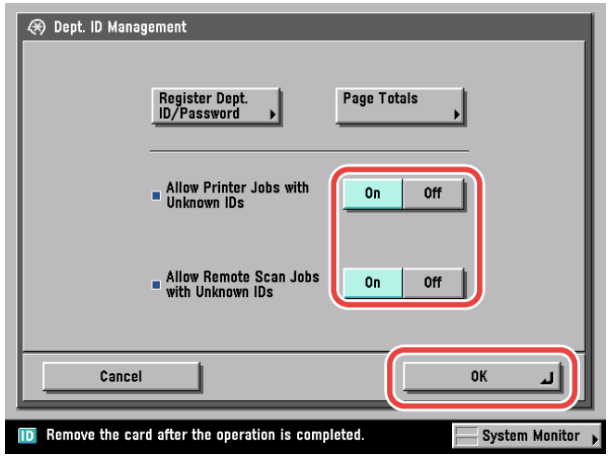



If the desired setting is not displayed, press [ ▼ ] or [ ▲ ] to scroll to the desired setting.

## 3. Select the desired mode.



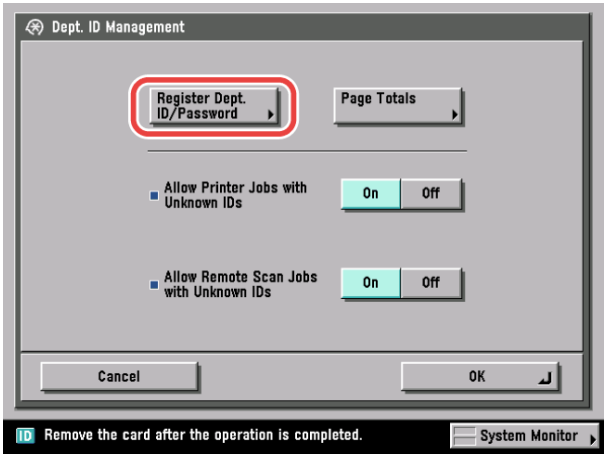
4. **Specify the desired mode → press [OK].**



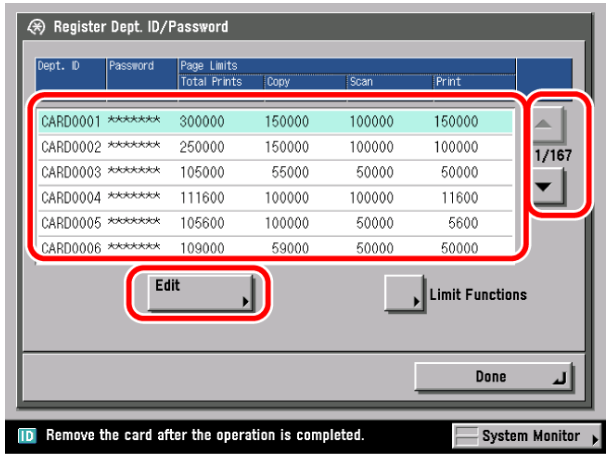

5. **Press [Done] repeatedly until the Basic Features screen appears.**

1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [Register Dept. ID/Password].**

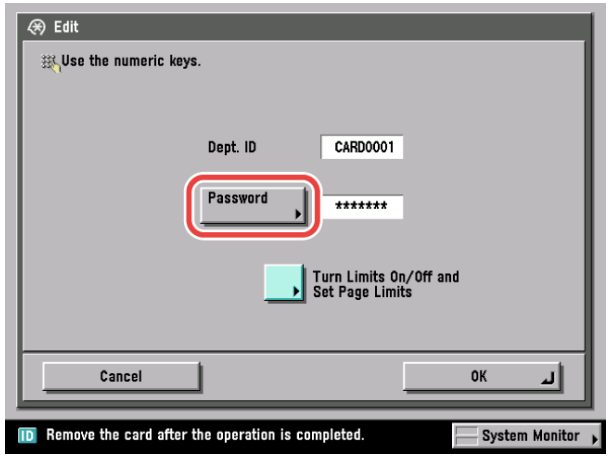


3. **Press [ ▼ ] or [ ▲ ] to display the department whose password you want to change → select the department → press [Edit].**




Press and hold down [ ▼ ] or [ ▲ ] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4. **Enter the new password (up to seven digits) using ⓪ - ⑨ (numeric keys).**




☐ **Press [Password].**

☐ **Press [Password] → enter the desired password.**

☐ **Press [Confirm] → enter the same number to confirm the password → press [OK].**

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

- If you make a mistake when entering the password, press [C] to clear the password.
- You cannot change the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (*******). (See "Security(p.6-1).")

**5. If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].**

**6. Set the page limit restriction.**

☐ **Press [On] under the desired function(s).**

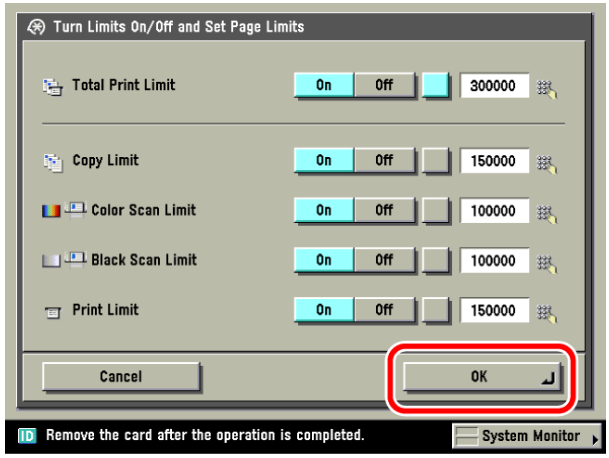
To cancel setting a page limit restriction for a function, press [Off] under the desired function's name.

- <Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

☐ **Press [ ☐ ] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limitrestriction using [0] - [9] (numeric keys).**

- The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)
- If you make a mistake when entering a number, press [C] to clear the number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

☐ **Press [OK] → [OK].**




**7. If you would like to limit users to certain functions of the machine, press [Limit Functions].**

**8. Press [On] or [Off] next to the functions you want to limit using Department ID Management → press [OK].**

If you select [On] for all of the functions on the screen, Department ID Management is set for all of the machine's functions.

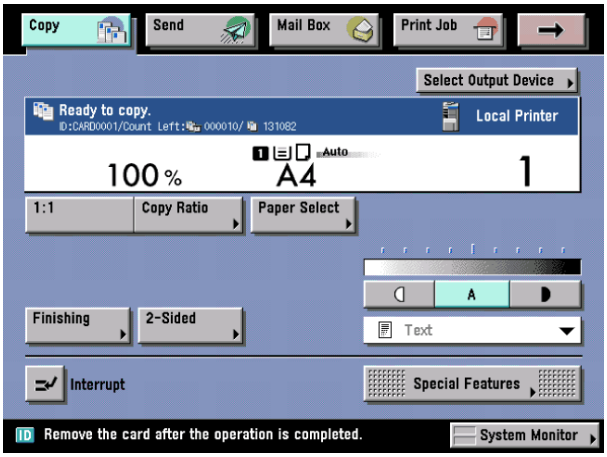
If you select [Off] for all of the functions on the screen, Department ID Management is set only for copying or printing operations from computers.

[Send] appears if the Color Universal Send Kit is activated, and the optional Super G3 FAX Board is installed, or if only the Color Universal Send Kit is activated. If only the optional Super G3 FAX Board is installed, [Fax] appears.

**9. Press [Done] → [OK].**

If the page limit setting is set to 'On', the remaining number of pages that can be printed

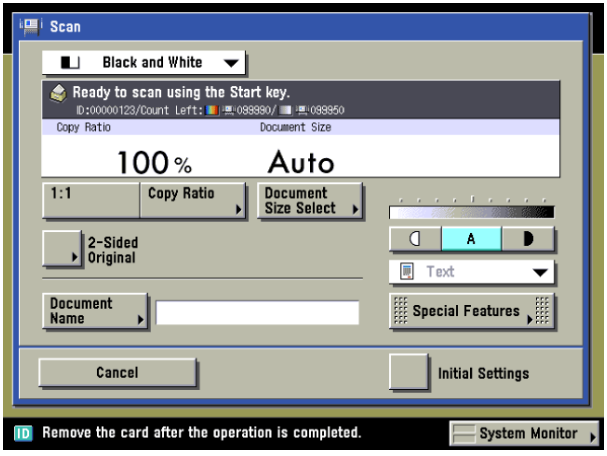
(page limit minus the current page count) is displayed on the screen, as shown below.




Copy Basic Features Screen

The icons that are displayed on the screen are explained below:

| | |
|---|---|
| | Total number of sheets remaining that can be copied or printed |
| | Remaining number of sheets that can be copied |

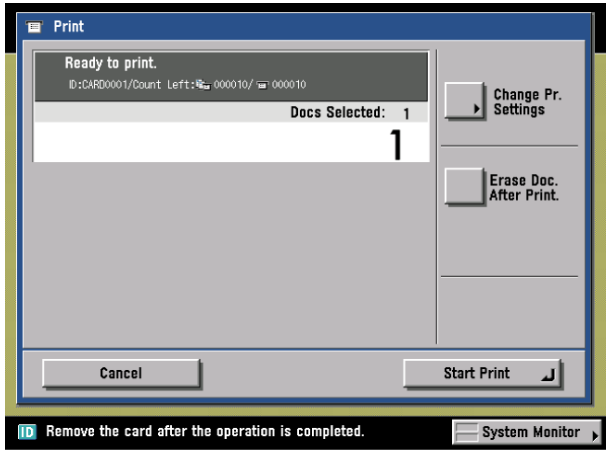



Scan Screen

The item that is displayed on the Scan screen is explained below:

Remaining number of sheets that can be scanned in colour

Remaining number of sheets that can be scanned in black

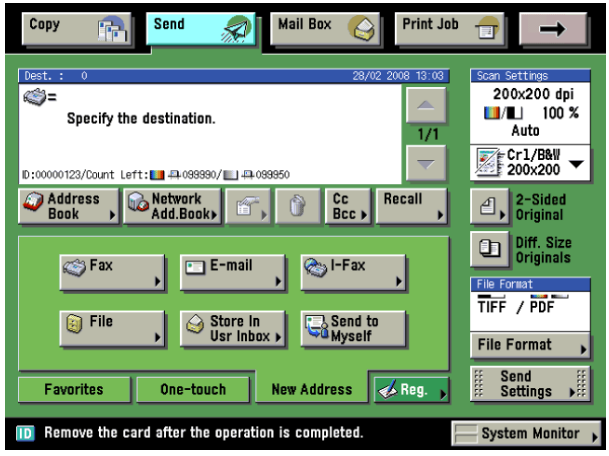



Print Screen

The icon that is displayed on the Print screen is displayed below:

Total number of sheets remaining that can be copied or printed

Remaining number of sheets that can be printed



Send Screen

The icon that is displayed on the Send screen is explained below:

Remaining number of sheets that can be scanned in colour

Remaining number of sheets that can be scanned in black

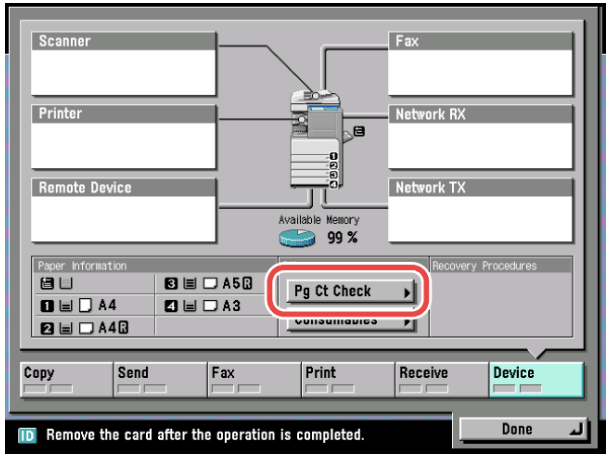
- Only the page limits for functions that are set to 'On' are displayed.
- The Send screen appears only if the optional Color Universal Send Kit is activated, and the optional Super G3 FAX Board is installed, or if only the Color Universal Send Kit is activated.

# Checking the Page Counts on a Control Card

You can check the page counts on the control card you are currently using.

1. **Press [System Monitor].**

2. **Press [Pg Ct Check].**




3. **Check the page counts → press [Done] → [Done].**

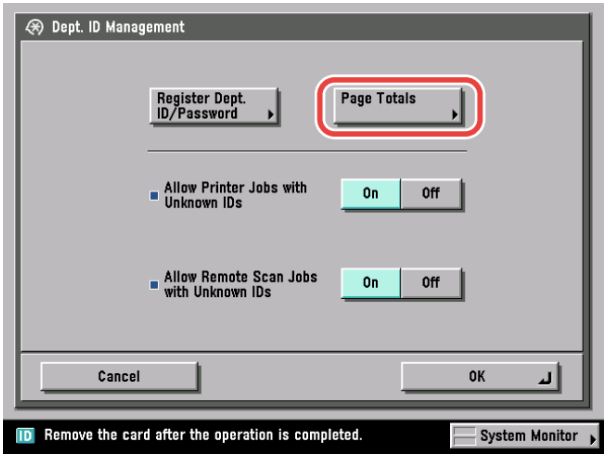
# Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.



1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [Page Totals].**




3. **Check or print the page total count.**

   The print page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

   The scan page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. The scanned pages from computers are referred to as network scans with unknown IDs.

- If you only want to check the counter information:
- If you want to print the displayed list:

## If you only want to check the counter information:

☐ **Press [ ▼ ] or [ ▲ ] to display the desired Department ID → press [ ◀ ] or [ ▶ ] to display and view the desired page totals.**

Press and hold down [ ▼ ] or [ ▲ ] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

## If you want to print the displayed list:

☐ **Press [Print List].**

☐ **Press [Yes].**

To cancel printing, press [Cancel].

To close the screen that is displayed while the machine is printing the Page Count List, press [Done].

The counter information can be printed only if A3, A4, or A4R (plain, recycled, or color paper) isloaded in a paper source that is set to 'On' when you press [Other] to select a paper source inDrawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")

**4. Press [Done] → [OK].**

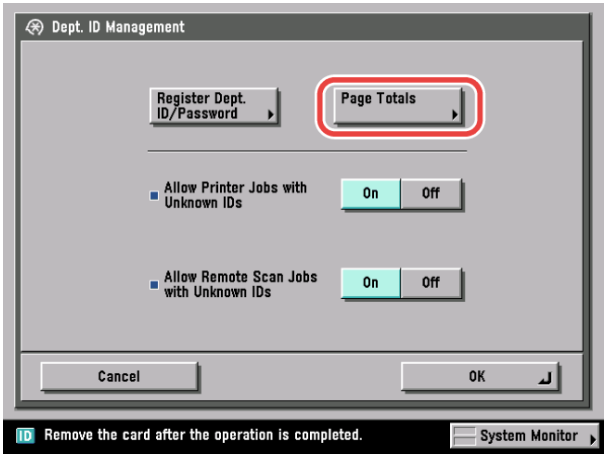
# Clearing Page Totals

You can clear the page totals made for all departments or for specific departments.



1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [Page Totals].**




3. **Press [Clear All Totals].**

   To clear one page total at a time by department, press [ ▼ ] or [ ▲ ] to display the desired department → select the department → press [Clear].

4. **Press [Yes].**

**5. Press [Done] → [OK].**

# Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

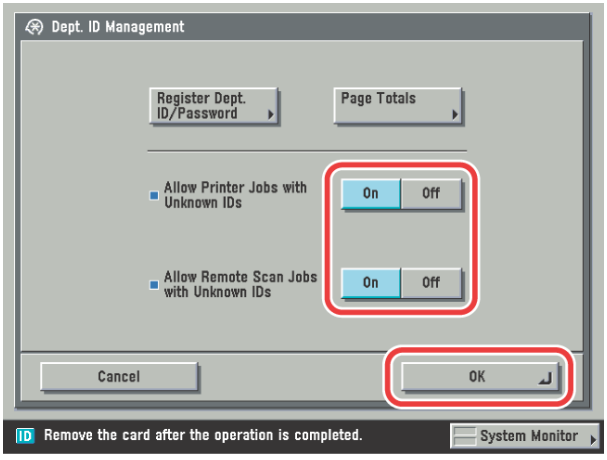
**Remark**

- The setting for <Allow Printer Jobs with Unknown IDs> is valid only if the machine is equipped with the Printer function. The setting for <Allow Remote Scan Jobs with Unknown IDs> is valid only if the machine is equipped with the Network Scan function.
- For more information on the Network Scan function, see the Network ScanGear Guide.



1. **Press → [System Settings] → [Dept. ID Management].**

2. **Select [On] or [Off] → press [OK].**



<Allow Printer Jobs with Unknown IDs>:

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.

<Allow Remote Scan Jobs with Unknown IDs>:

[On]: The machine accepts remote scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept remote scan jobs from computers that do not correspond with a registered Department ID.

chapter 5

# Additional Functions

This category describes the Additional Functions of the machine, which can be customized to suit your needs.

# What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

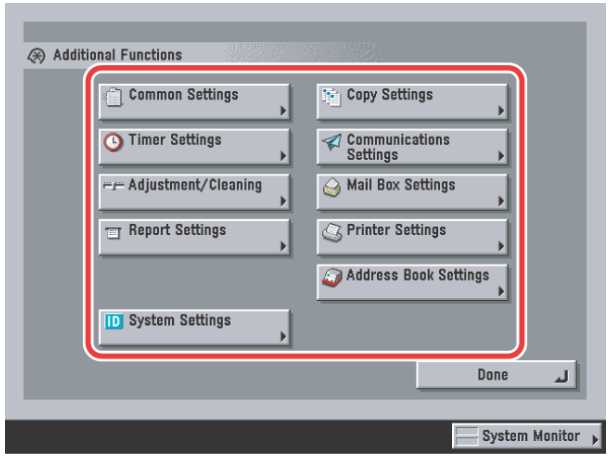
**Remark**

- If you are performing user authentication using the SSO-H login service, you cannot change theAdditional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of themachine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password).
- Settings specified from the Additional Functions screen are never changed, even if you press .

**1. Press .**

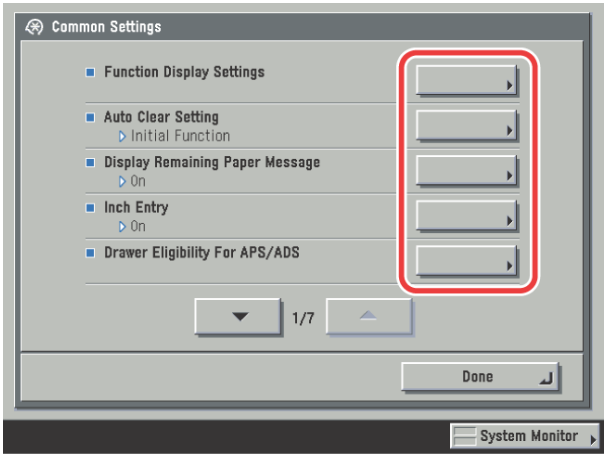
The Additional Functions screen is displayed.

**2. Select an Additional Functions setting.**



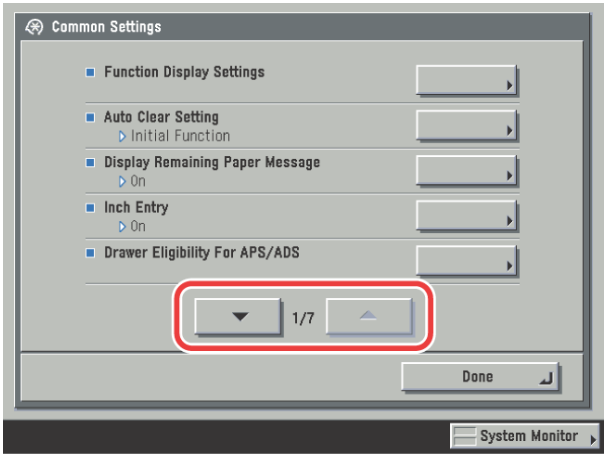
If you select System Settings and the System Manager ID and System Password have beenset, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

### 3. Press a mode key to specify its settings.

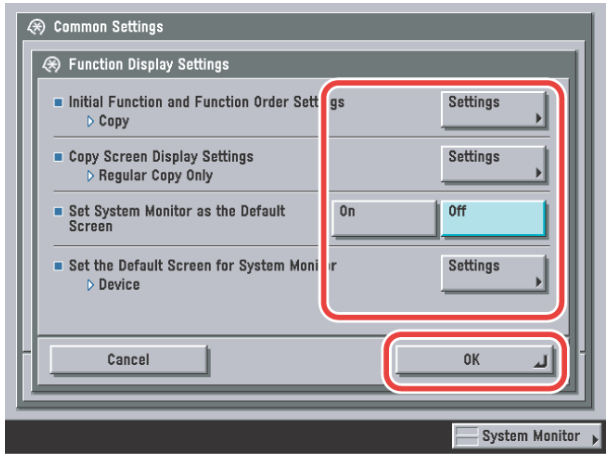



For an overview of all the settings you can change from the Additional Functions screen, see "Additional Functions Settings Table(p.5-5)."

The Common Settings, Adjustment/Cleaning, System Settings, and Copy Settings screensconsist of a list of individual settings. Press [ ▼ ] or [ ▲ ] to scroll to the desired setting.



4. **Specify the desired mode → press [OK].**



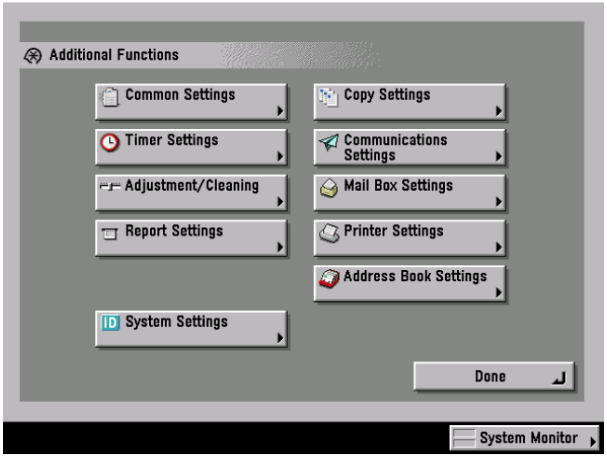

The selected mode is set.

5. **Press [Done] repeatedly until the Basic Features screen appears.**

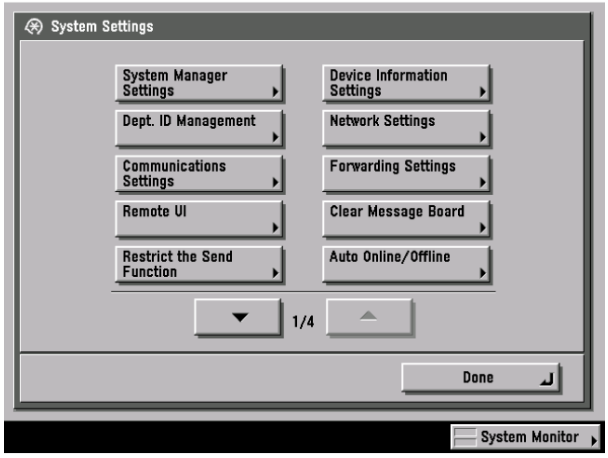
# Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. (*1 Indicates the default setting.) For more information on the settings not explained in this category, see the following:

- Copy Settings: the Copying and Mail Box Guide
- Report Settings, Communications Settings, and Address Book Settings: the Sending and Facsimile Guide
- Mail Box Settings: the Copying and Mail Box Guide
- Printer Settings and Report Settings: the PS/PCL/UFR II Printer Guide
- Network Settings and Report Settings: the Network Guide
- Remote UI Settings: the Remote UI Guide
- System Settings: the Sending and Facsimile Guide and Security (p.6-1)



The Additional Functions Screen




The System Settings Screen

## Common Settings

| Item | Settings | Delivered |
|---|---|---|
| Function Display Settings (p.5-26) | | No |
| Initial Function and Function Order Settings | Copy*1, Send, Mail Box, Print Job, Scan, MEAP | |
| Copy Screen Display Settings | Regular Copy Only, Regular and Express Copy*1, Express Copy Only | |
| Set System Monitor as the Default Screen | On, Off*1 | |
| Set the Default Screen for System Monitor | Copy, Send, Fax, Print, Receive, Device*1 | |
| Auto Clear Setting (p.5-31) | Initial Function*1, Selected Function | Yes |
| Display Remaining Paper Message (p.5-33) | On*1, Off | No |
| Inch Entry (p.5-34) | On, Off*1 | Yes |

| | | |
|---|---|---|
| Drawer Eligibility For APS/ ADS (p.5-35) | Copy, Printer, Mail Box, Receive/Fax,<br>Other: (Stack Bypass: On, Off*1, All Other Paper Sources: On*1, Off)<br>Copy: Consider Paper Type: On, Off*1 | No |
| Envelope Cassette (p.5-37) | Env. 1: COM10*1, ISO-B5, Monarch: Catalog Glove No.8, ISO-C5, DL, Yougata 4<br>Env. 2: COM10*1, ISO-B5, Monarch: Catalog Glove No.8, ISO-C5, DL, Yougata 4 | No |
| Register Paper Type (p.5-38) | Plain*1, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels | No |
| Paper Select Screen Priority (p.5-40) | Simple*1, Detailed | No |
| Energy Consumption in Sleep Mode (p.5-41) | Low*1, High | Yes |
| LTRR/STMT Original Selection (p.5-43) | Distinguish Manually, Use LTRR Format*1, Use STMT Format | Yes |

| | | |
|---|---|---|
| Tray Designation (p.5-44)* [2] | If the Optional Copy Tray-J1 Is Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer, Receive, Fax, Other<br>• Tray B: Copy, Mail Box, Printer*[1], Receive*[1], Fax*[1], Other*[1]<br><br>If the Optional Inner 2 Way Tray-D1 Is Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer, Receive, Fax, Other<br>• Tray B: Copy, Mail Box, Printer*[1], Receive*[1], Fax*[1], Other*[1]<br><br>If the Optional Inner 2 Way Tray-D1 and Copy Tray-J1 Are Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer, Receive, Fax, Other<br>• Tray B: Copy, Mail Box, Printer*[1], Receive, Fax, Other<br>• Tray C: Copy, Mail Box, Printer, Receive*[1], Fax*[1], Other*[1]<br><br>If the Optional Finisher-S1 and Additional Finisher Tray-B1 Are Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer, Receive, Fax, Other<br>• Tray B: Copy, Mail Box, Printer*[1], Receive*[1], Fax*[1], Other*[1]<br><br>If the Optional Finisher-S1 and CopyTray-J1 Are Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer*[1], Receive, Fax, Other<br>• Tray B: Copy, Mail Box, Printer, Receive*[1], Fax*[1], Other*[1]<br><br>If the Optional Finisher-S1, Copy Tray-J1, and Additional Finisher Tray-B1 Are Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer, Receive, Fax, Other<br>• Tray B: Copy, Mail Box, Printer*[1], Receive, Fax, Other<br>• Tray C: Copy, Mail Box, Printer, Receive*[1], Fax*[1], Other*[1]<br><br>If the Optional Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 Are Attached<br>• Tray A: Copy*[1], Mail Box*[1], Printer, Receive, Fax, Other | No*[3] |

| | | |
|---|---|---|
| | • Tray B: Copy, Mail Box, Printer*1, Receive, Fax, Other<br>• Tray C: Copy, Mail Box, Printer, Receive*1, Fax*1, Other*1<br><br>Tray Home Position: Tray A*1, Tray B, Off | |
| Printing Priority (p.5-47) | Copy: 1*1, 2, 3<br>Printer: 1, 2*1, 3<br>Mail Box, Receive/Fax, Other: 1, 2, 3*1 | Yes |
| Register Form for Form Composition (p.5-48) | Register (Entire Image Composition/ Transparent Image), Erase, Check Print, Details | No |
| Register Characters for Page No./Watermark (p.5-54) | Register, Edit, Erase | Yes |
| Stack Bypass Standard Settings (p.5-58) | On, Off*1 | No |
| Paper Feed Method Switch (p.5-61) | Speed Priority*1, Print Side Priority | No |

| | | |
|---|---|---|
| Standard Local Print Settings (p.5-63) | | No |
| Paper Select | All Paper Sources, Auto*1 | |
| Copies | 1*1 to 9,999 sets | |
| Finishing | If No Finisher Is Attached or Only the Optional Inner 2 Way Tray-D1 is Attached:<br>• Do Not Collate, Collate*1, Rotate Collate, Group, Rotate Group<br><br>If the Optional Finisher-S1 Is Attached:<br>• Do Not Collate, Collate, Offset Collate*1, Group, Offset Group, Staple(Corner)<br><br>If the Optional Finisher-S1 and Puncher Unit-Q1/S1/T1 Are Attached:<br>• Do Not Collate, Collate, Offset Collate*1, Group, Offset Group, Staple (Corner), Hole Punch<br><br>If the Optional Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 Are Attached:<br>• Do Not Collate, Collate, Offset Collate*1, Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right)<br><br>If the Optional Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 and Puncher Unit-L1/N1/P1 Are Attached:<br>• Do Not Collate, Collate, Offset Collate*1, Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right), Hole Punch | |
| 2-Sided Print | On, Off*1 | |
| Erase Document After Printing | On, Off*1 | |
| Merge Documents | On, Off*1 | |

| | | |
|---|---|---|
| Language Switch (p.5-65) | On, Off*1 | No |
| Reversed Display (Color) (p.5-66) | On, Off*1 | No |
| Offset Jobs (p.5-67) * 2 | On*1, Off | Yes |
| Job Separator between Jobs (p.5-68) | On, Off*1 | Yes |
| Job Separator between Copies (p.5-70) | On, Off*1 | No |
| Job Duration Display (p.5-72) | Copy: On, Off*1<br>Mail Box: On, Off*1<br>Other: On, Off*1 | No |
| Number of Copies/Job Duration Status Display (p.5-73) | On*1, Off | No |
| Different Paper Sizes for the Output Tray (p.5-74) * 2 | On*1, Off | Yes |
| Cleaning Display for the Original Scanning Area (p.5-75)* 4 | On*1, Off | No |
| Data Compression Ratio for Remote Scans (p.5-76) | High Ratio, Normal*1, Low Ratio | Yes |
| Gamma Value for Remote Scans (p.5-77) | Gamma 1.0, Gamma 1.4, Gamma 1.8*1, Gamma 2.2 | Yes |
| Limited Functions Mode (p.5-78)* 2 | On, Off*1 | Yes |
| Shutdown Mode (p.1-1) | Press [Start] | No |
| Initialize Common Settings (p.5-79) | Initialize | No |

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*3 Indicates information that is delivered only if the number of output trays in the host machine and client machines is the same.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the iR3245/iR3235/iR3225. For the iR3245N/iR3235N/iR3225N, these items are displayed by default.

## Timer Settings

| Item | Settings | Delivered |
|---|---|---|
| Time Fine Adjustment (p.5-81) | 00:00 to 23:59, in one minute increments | No |

| | | |
|---|---|---|
| Auto Sleep Time (p.5-82) | 10 seconds, 1*1, 2, 10, 15, 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours | Yes |
| Auto Clear Time (p.5-83) | 0 (Off) to 9 minutes, in one minute increments; 2 min.*1 | Yes |
| Time Until Unit Quiets Down (p.5-84) | 0 (Off), to 9 minutes, in one minutes increments; 1 min.*1 | Yes |
| Daily Timer Settings (p.5-85) | Sunday to Saturday, 00:00 to 23:59, in one minute increments | Yes |

*1 Indicates the default setting.



## Adjustment/Cleaning

| Item | Settings | Delivered |
|---|---|---|
| Zoom Fine Adjustment (p.5-87) | X, Y: -1.0% to +1.0%, in 0.1% increments; 0.0%*1 | No |
| Saddle Stitcher Staple Repositioning (p.5-88) * 2 | Press [Start] | No |
| Saddle Stitch Position Adjustment (p.5-89) * 2 | All paper sizes: -2.0 mm to +2.0 mm, in 0.25 mm increments; 0.00 mm*1 | No |
| Creep (Displacement) Correction Adjustment (p.5-90) | Correction (for each paper type) 0.00 mm to 2.00 mm, in 0.05 mm increments; 0.25 mm*1 | No |
| Auto Gradation Adjustment (p.5-91) | Automatic after the machine prints and scans a test print | No |
| Exposure Recalibration (p.5-93) | Copy/Inbox, Send: Light, Dark: 1 to 9 levels; 5*1 | No |
| Character/Background Contrast Adjustment (p.5-94)* 2 | Relative Contrast Value: -7 to +7; -1*1 (for the iR3245/iR3245N/iR3235/iR3235N), 0*1 (for the iR3225/iR3225N), Sample Print, Sample Print Settings<br>Standard Value Settings: 1 to 64; 20*1, Print, Print Settings<br>Latent String Density: 1 to 36; 7*1 (for the iR3245/iR3245N/iR3235/iR3235N), 6*1 (for the iR3225/iR3225N)<br>Initialize | No |
| Feeder Cleaning (p.5-100)* 4 | Press [Start] | No |

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the iR3245/iR3235/iR3225. For the iR3245N/iR3235N/iR3225N, these items are displayed by default.

## Report Settings*2

| Item | Settings | Delivered |
|---|---|---|
| **Settings: Send** | | |
| TX Report | For Error Only*1, On, Off<br>• Report with TX Image: On*1, Off | Yes |
| Activity Report | | Yes |
| Auto Print | On*1, Off | |
| Daily Activity Report Time | On, Off*1<br>• Timer Setting: 00:00 to 23:59 | |
| Send/Receive Separate | On, Off*1 | |
| **Settings: Fax** | | |
| Fax TX Report | For Error Only*1, On, Off<br>• Report with TX Image: On*1, Off | Yes |
| Fax Activity Report | | Yes |
| Auto Print | On*1, Off | |
| Daily Activity Report Time | On, Off*1<br>• Timer Setting: 00:00 to 23:59 | |
| Send/Receive Separate | On, Off*1 | |
| Fax RX Report | For Error Only, On, Off*1 | Yes |
| Confidential Fax Inbox RX Report | On*1, Off | Yes |
| **Print List: Send** | | |
| Address Book List | Address Book 1 to 10;<br>One-touch Buttons, Print List | No |
| User Data List | Print List | No |
| **Print List: Fax** | | |

| | | |
|---|---|---|
| User Data List | Print List | No |

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

## System Settings

| Item | Settings | Delivered |
|---|---|---|
| **System Manager Settings** | | |
| System Manager ID | Seven digit number maximum | Yes |
| System Password | Seven digit number maximum | |
| System Manager | 32 characters maximum | |
| E-mail Address | 64 characters maximum | |
| Contact Information | 32 characters maximum | |
| Comment | 32 characters maximum | |
| **Dept. ID Management** | | |
| Dept. ID Management | On, Off*1 | Yes |
| Register Dept. ID/Password | Register, Edit, Erase, Limit Functions | Yes |
| Page Totals | Clear, Print List, Clear All Totals | No |
| Allow Printer Jobs with Unknown IDs | On*1, Off | Yes |
| Allow Remote Scan Jobs with Unknown IDs | On*1, Off | Yes |
| **Communications Settings*2** | | |
| E-mail/I-Fax Common Settings | | |
| Maximum Data Size for Sending | 0 (Off), 1 to 99 MB; 3 MB*1 | Yes |
| Default Subject | 40 characters maximum; Attached Image*1 | |

| | | |
|---|---|---|
| Specify Authorized User Reply-to Destination | On, Off*1 | No |
| E-mail Settings | | |
| Specify Authorized User Dest. Sender | On*1, Off | No |
| I-Fax Settings | | |
| Full Mode TX Timeout | 1 to 99 hours; 24 hours*1 | Yes |
| Divided Data RX Timeout | 0 to 99 hours; 24 hours*1 | |
| Print MDN/DSN on Receipt | On, Off*1 | |
| Always send notice for RX errors | On*1, Off | |
| Use Send Via Server | On, Off*1 | |
| Allow MDN Not Via Server | On*1, Off | |
| Fax Settings | | |
| Send Start Speed | 33600 bps*1, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps | Yes |
| Receive Start Speed | 33600 bps*1, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps | Yes |
| Receive Password | 20 digits maximum | No |
| R-Key Settings | PTSN*1, PBX | Yes |
| Memory RX Inbox Settings | | |

| | | |
|---|---|---|
| Memory RX Inbox Password | Seven digit number | No |
| Use Fax Memory Lock | On, Off*1 | Yes |
| Use I-Fax Memory Lock | On, Off*1 | Yes |
| Memory Lock Start Time | Everyday, Select Days, Off*1 | Yes |
| Memory Lock End Time | Everyday, Select Days, Off*1 | Yes |
| **Remote UI** | On*1, Off<br>• Use SSL*5: On, Off*1 | Yes |
| **Restrict the Send Function*2** | | |
| Address Book Password | Seven digit number | Yes |
| Access Number Management | On, Off*1 | Yes |
| Restrict New Addresses | Fax: On, Off*1<br>E-mail: On, Off*1<br>I-fax: On, Off*1<br>File: On, Off*1 | Yes |
| Allow Fax Driver TX | On*1, Off | Yes |
| Confirm Entered Fax Numbers | On, Off*1 | Yes |
| E-mail/I-Fax Domain Sending Restriction | Restrict Sending to Domains; On, Off*1<br>• Register, Edit, Erase | Yes |
| Allow Sending with Expired Certificates | On, Off*1 | Yes |
| Always Add Device Signature to Send | On, Off*1<br>• Restrict File Format: On, Off*1 | Yes |
| **Device Information Settings** | | |
| Device Name | 32 characters maximum | No |

| | | |
|---|---|---|
| Location | 32 characters maximum | No |
| **Forwarding Settings*2** | Receive Type, E-mail Priority, Edit, Erase, Print List | No |
| | Validate/Invalidate, Register (Registered Forwarding Settings), Forward w/o Conditions | Yes |
| **Clear Message Board** | Clear | No |
| **Auto Online/Offline*4** | | |
| Auto Online | On, Off*1 | Yes |
| Auto Offline | On, Off*1 | Yes |
| **Date & Time Settings** | Date and Time Setting (12 digit number)<br>Time Zone: GMT -12:00 to GMT +12:00;GMT 00:00*1<br>Daylight Saving Time: On*1, Off | No |
| **License Registration** | 24 characters maximum | No |
| **System Monitor Screen Restriction** | | |
| Display Status Before Authentication | On*1, Off | No |
| Allow Secured Print from Print Status Screen | On, Off*1 | No |
| Job Log Display | On*1, Off<br>• Obtain Job Log From ManagementSoftware: Permit, Do Not Allow*1 | No |
| **Register LDAP Server*2** | Register, Edit, Erase, Register/EditLDAP Search, Print List | No |
| **MEAP Settings** | | |
| Use HTTP | On*1, Off<br>• Use SSL*5: On, Off*1 | Yes |
| Print System Information | Print | No |
| **Copy Set Numbering Option Settings** | Copy Set Num. Op: On (ID/User Name: On, Off; Date: On, Off; Characters: On, Off), Off*1 | Yes |
| **Display ID/User Name** | On*1, Off | No |
| **USB Settings** | | |
| Use USB Device | On*1, Off | Yes |

| | | |
|---|---|---|
| **Device Information Delivery Settings** | | |
| Register Destinations | Auto Search/Register, Register, Details, Erase, Print List | |
| Auto Delivery Settings | Everyday, Select Days, Off*1<br>• Add. Functions Settings Value: On (Network Settings: Include, Exclude*1), Off*1<br>• Dept. ID: On, Off*1<br>• Address Book: On, Off*1<br>• Printer Settings: On, Off*1<br>• Paper Information: On, Off*1 | |
| Manual Delivery | Everyday, Select Days, Off*1<br>• Add. Functions Settings Value: On (Network Settings: Include, Exclude*1), Off*1<br>• Dept. ID: On, Off*1<br>• Address Book: On, Off*1<br>• Printer Settings: On, Off*1<br>• Paper Information: On, Off*1 | |
| Restrictions for Receiving Device Info. | On*1, Off | |
| Restore Data | Add. Functns Set. Value, Dept. ID, Address Book, Printer Settings,Paper Information: On, Off*1 | |
| Receive Restriction for Each Function | Add. Functions Settings Value: On*1, Off<br>Dept. ID: On*1, Off<br>Address Book: On*1, Off<br>Printer Settings: On*1, Off<br>Paper Information: On*1, Off | |
| Communication Log | Details, Print List, Report Settings<br>Auto Print: On*1, Off<br>Daily Activity Report Time: On (00:00 to 23:59), Off*1<br>Separate Report Type: On, Off*1 | |
| **Initialize All Data/Settings** | Initialize | No |
| **Use Asterisks to Enter Access No./Passwords** | On*1, Off | Yes |
| **Secure Watermark Mode*2** | | |
| Forced Secure Watermark | Copy:Do Not Set*1, Set<br>Mail Box:Do Not Set*1, Set<br>Printer:Do Not Set*1, Set | Yes |
| Printer Driver Secure Watermark | Do Not Set*1, Set | Yes |

| | | |
|---|---|---|
| **Encrypted Print Settings*2** | | |
| Only Allow Encrypted Print Jobs | On, Off*1 | Yes |
| **Settings for All User Inboxes** | | |
| Time until Document Auto Erase | 0=Off, 1, 2, 3, 6, 12 hours, 1, 2, 3*1, 7, 30 days | No |
| Print Upon Storing From the Printer Driver | On, Off*1 | No |
| **Paper Type Management Settings** | Details/Edit<br>• Name, Category, Basis Weight, Type, Finish, Creep(Displacement) Correct., Color | Yes |
| | Duplicate, Erase, Sort List by | No |
| **PDL Selection (PnP) *2** | UFR II, PCL5e, PCL5c, PCL6, PS3, FAX | No |
| **Restrict Printer Jobs** | On, Off*1 | Yes |
| **Erase Encrypted PDF Password** | Erase | No |



*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*4 Indicates items that appear only when the appropriate optional equipment is attached to the iR3245/iR3235/iR3225. For the iR3245N/iR3235N/iR3225N, these items are displayed by default.

*5 Indicates items that are not delivered as device information.

## Copy Settings

| Item | Settings | Delivered |
|---|---|---|
| Paper Select Key Size for Express Copy Screen | Large*1: Four paper sources maximum<br>(Stack Bypass, Stack Bypass Settings,<br>1: Paper Drawer 1,<br>2: Paper Drawer 2,<br>3: Paper Drawer 3,<br>4: Paper Drawer 4,<br>5: Paper Deck-Q1),<br>Small | No |

| | | |
|---|---|---|
| Standard Key 1, 2 Settings for Regular Screen | Various modes; No Settings*1 | No |
| Standard Key Settings for Express Copy Screen | Displayed Standard Keys: Up to 5 Set Keys*1, Up to 10 Set Keys,<br>Settings: Various modes; No Settings*1 | No |
| Auto Collate*2 | On*1, Off | Yes |
| Auto Orientation | On*1, Off | Yes |
| Photo Mode | On, Off*1 | Yes |
| Standard Settings | Store, Initialize | No |
| Register Remote Device | Register (Seven devices maximum), Details, Erase, Move To Top | No |
| Remote Device Transmission Timeout | 5 to 30 seconds; 30 seconds*1 | Yes |
| Initialize Copy Settings | Initialize | No |

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

## Communications Settings*2

| Item | Settings | Delivered |
|---|---|---|
| **Common Settings: TX Settings** | | |
| Unit Name for E-mail/I-Fax | 24 characters maximum | No |
| Erase Failed TX | On*1, Off | Yes |
| Data Compression Ratio | High Ratio, Normal*1, Low Ratio | Yes |
| Handle Documents with Forwarding Errors | Always Print, Store/Print, Off*1 | Yes |
| Photo Mode | On, Off*1 | Yes |
| Retry Times | 0 to 5 times; 3 times*1 | Yes |
| Edit Standard Send Settings | Scanning Mode: Clr/B&W 200x200 dpi<br>File Format: TIFF/PDF Auto Select<br>Stamp: Off | No |
| Register Favorites Button | Register/Edit, Erase (M1 to M18), Display Comment: On, Off*1 | Yes |

| | | |
|---|---|---|
| Display Confirmation for Favorites Button | On*1, Off | No |
| Image Level for High Compression | Image Level in Text/Photo or Photo Mode:<br>Data Size Priority, Normal*1, ImagePriority<br>Image Level in Text Mode:<br>Data Size Priority, Normal*1, Image Priority | Yes |
| OCR (Text Serchable) Settings | Smart Scan: On*1, Off<br>Num. of Char. for Doc. Name Setting: 1 to 24 characters; 24 characters*1 | Yes |
| Trace & Smooth Settings | Outline Graphics: On*1, Off<br>Graphics Recognition Level: Normal*1, Moderate, High<br>Background Image Level: Data Size Priority, Normal*1, Image Priority | Yes |
| Check Device Signature Certificate | Certificate Details: Certificate Verification | No |
| Check User Signature Certificate | Certificate Details: Certificate Verification | No |
| Default Screen for Send | Favorites Buttons, One-touch Buttons, New Address*1 | No |
| TX Terminal ID | On*1 (Printing Position: Inside, Outside*1;Display Destination Name: On*1, Off; Telephone # Mark: FAX*1, TEL), Off | Yes |
| Use Chunked Encoding with WebDav Sending | On*1, Off | Yes |
| Gamma Value for YCbCr Send Jobs | Gamma 1.0, Gamma 1.4, Gamma 1.8*1, Gamma 2.2 | Yes |
| Initialize TX Settings | Initialize | No |
| **Common Settings: RX Settings** | | |
| 2-Sided Print | On, Off*1 | Yes |
| Select Drawer | Switch A: On*1, Off<br>Switch B: On*1, Off<br>Switch C: On*1, Off<br>Switch D: On*1, Off | Yes |
| Receive Reduction | On*1:<br>• RX Reduction: Auto*1, Fixed Reduction<br>• Reduce %: 75 to 97% (in 1% increments); 90%*1<br>• Reduce Direction: Vertical & Horizontal, Vertical Only*1<br><br>Off | Yes |
| Received Page Footer | On, Off*1 | Yes |

| | | |
|---|---|---|
| 2 On 1 Log | On, Off*1 | Yes |
| **Fax Settings: Basic Settings** | | |
| Sender's Names (TTI) | 01 to 99, Register/Edit, Erase | No |
| **Fax Settings: Tx Settings** | | |
| ECM TX | On*1, Off | Yes |
| Pause Time | 1 to 15 seconds; 4 seconds*1 | Yes |
| Auto Redial | On*1:<br>Option:<br>• Redial Times: 1 to 10 times; 2 times*1<br>• Redial Interval: 2 to 99 minutes; 2 minutes*1<br>• TX Error Resend: Error and 1st Page*1, All pages, Off<br><br>Off | Yes |
| Check Dial Tone Before Sending | On*1, Off | Yes |
| **Fax Settings: RX Settings** | | |
| ECM RX | On, Off*1 | Yes |
| **Fax Settings: Line Options** | | |
| Line 1 | | |
| Unit Telephone # | 20 digits maximum | No |
| Unit Name | 24 characters maximum | No |
| Tel Line Type | Pulse, Tone*1 | No |

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

## Mail Box Settings

| Item | Settings | Delivered |
|---|---|---|

| | | |
|---|---|---|
| User Inboxes Settings | Inbox No.: 00 to 99<br>Register Inbox Name: 24 characters maximum<br>Password: Seven digits<br>Time until Document Auto Erase: 0 (Off), 1, 2, 3, 6, 12 hours, 1, 2, 3*1, 7, 30 days<br>URL Send Settings<br>Print upon storing from the printer driver: On, Off*1<br>Initialize*5 | Yes*6 |
| Photo Mode | On, Off*1 | Yes |
| Standard Scan Settings | Store, Initialize | No |
| Confidential Fax Inboxes Settings*2 | Inbox No.: 00 to 49<br>Register Inbox Name: 24 characters maximum<br>Password: Seven digits maximum<br>URL Send Settings<br>Initialize*5 | Yes*6 |

*1 Indicates the default setting.

*2 Indicates items that appear only when the appropriate optional equipment is attached.

*5 Indicates items that are not delivered as device information.

*6 Information is not delivered if a password is set for the inbox.

### Address Book Settings*2

| Item | Settings | Delivered |
|---|---|---|
| Register Address | Register New Address, Edit, Erase, Incremental | Yes |
| Register Address Book Name | Register Name | Yes |
| One-touch Buttons | Register/Edit (from 001 to 200), Erase | Yes |

*2 Indicates items that appear only when the appropriate optional equipment is attached.

**Remark**

- If you are performing user authentication using the SSO-H login service, you cannot change theAdditional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of themachine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password).

- Information that is delivered when the Device Information Delivery Settings mode is set, is marked with"Yes" in the "Delivered" column. For information on the Device Information Delivery Settings, see "Security(p.6-1)."

# Specifying Common Settings

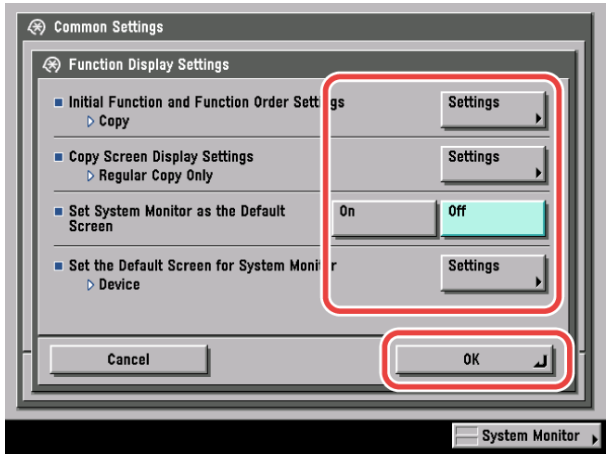
You can specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.

# Initial Function at Power ON

You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates.

1. **Press → [Common Settings] → [Function Display Settings].**

2. **Specify each setting → press [OK].**




- If you want to change the initial function screen or change the order of the function keys:
- If you want to set the display for the Copy Basic Features screen:
- If you want to set the System Monitor screen as the initial function screen:
- If you want to set the default System Monitor screen:

## If you want to change the initial function screen or change the order of the function keys:

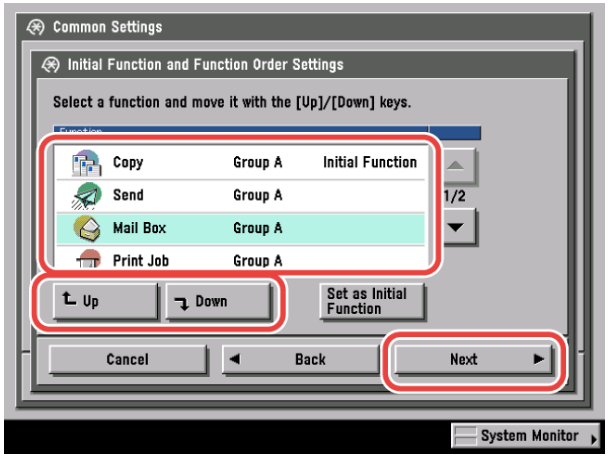
**☐ Press [Settings] for <Initial Function and Function Order Settings>.**

**☐ Select a function.**

To set the screen of the selected function as the initial function screen, press [Set as Initial Function].

If you select [MEAP], it takes longer to start the machine. If no MEAP applications are installed, a message telling you that there are no MEAP applications installed appears.

**☐ Press [Up] or [Down] to move the function's key to the desired position or group → press [Next].**



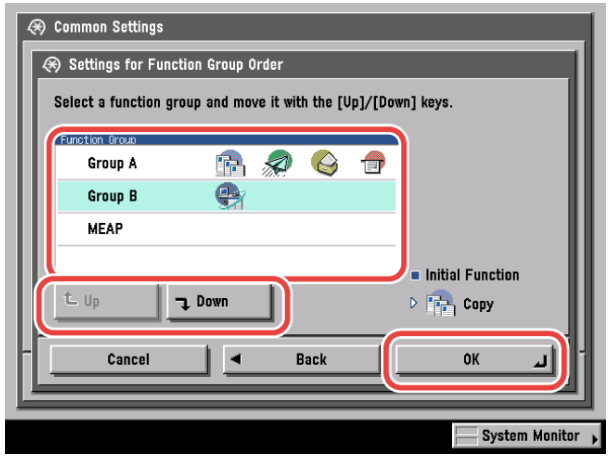

The function keys are divided into the following groups:

Group A: The selected function keys are displayed on page 1 of the Basic Features screen.

Group B: The selected function keys are displayed on page 2 of the Basic Features screen.

**☐ Select a function group.**

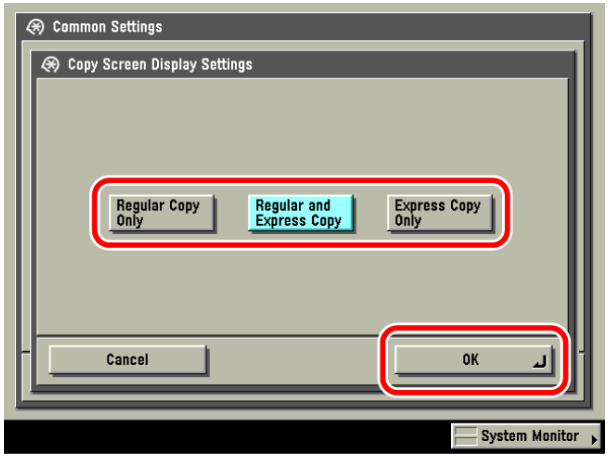
☐ **Press [Up] or [Down] to move the function group to the desired position → press [OK].**




● **If you want to set the display for the Copy Basic Features screen:**

☐ **Press [Settings] for <Copy Screen Display Settings>.**

☐ **Press [Regular Copy Only], [Regular and Express Copy], or [Express Copy Only] → press [OK].**




If you select [Regular and Express Copy], the Regular Copy Screen is displayed by priority.

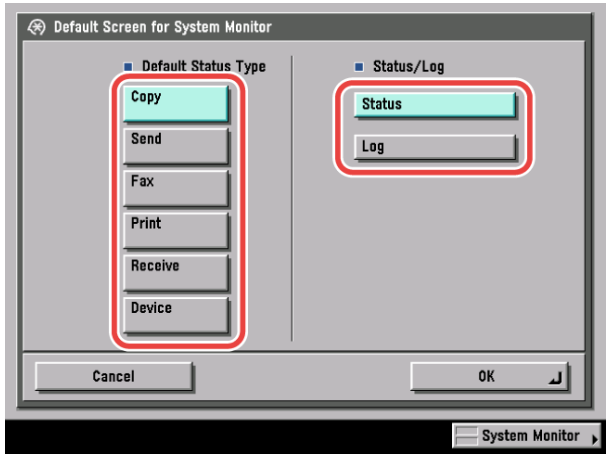
● **If you want to set the System Monitor screen as the initial function screen:**

☐ **Press [On] for <Set System Monitor as the Default Screen>.**

● **If you want to set the default System Monitor screen:**

☐ **Press [Settings] for <Set the Default Screen for System Monitor>.**

☐ **Select [Copy], [Send], [Fax], [Print], [Receive], or [Device] under <Default Status Type> → select [Status] or [Log] under <Status/Log>.**




☐ **Press [OK].**

# Default Display after Auto Clear

You can set whether the screen specified as the Initial Function is displayed after the Auto Clear mode initiates.

**Remark**

The time necessary for the Auto Clear mode to initiate can be set. (See "Auto Clear Time(p.5-83).")



1. **Press → [Common Settings] → [Auto Clear Setting].**

2. **Select [Initial Function] or [Selected Function] → press [OK].**

Details of each item are shown below.

| | |
|---|---|
| [Initial Function]: | The screen specified as the initial function is displayed after the Auto Clear mode initiates. For example, if you set the System Monitor screen as the initial screen, and the Auto Clear mode initiates while a settings screen for the Mail Box function is shown, the display returns to the System Monitor screen. |
| [Selected Function]: | The display returns to the main screen of the function that was displayed before the Auto Clear mode initiated. For example, if you set the System Monitor screen as the initial screen, and the Auto Clear mode initiates while a |

settings screen for the Mail Box function is shown, the display returns to the Inbox Selection screen of the Mail Box Function.

## Display the Remaining Paper Message

You can set to display the message indicating that the remaining paper loaded in a paper drawer is low.

1. **Press → [Common Settings] → [Display Remaining Paper Message].**

2. **Select [On] or [Off] → press [OK].**

# Inch Entry

Specifying this setting ensures that the key for entering values in inches is displayed on the various numeric entry screens.

**Remark**

Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimetres by pressing [mm] on the various numeric entry screens.

1. **Press → [Common Settings] → [Inch Entry].**

2. **Select [On] or [Off] → press [OK].**

# Auto Paper Selection/Auto Drawer Switching

You can set which paper sources can be used for Automatic Paper Selection and Auto Drawer Switching. This setting can be made independently for all functions of the machine, and is especially useful when you want to use different paper sources for different purposes.

**Remark**

Paper sources set to 'On' are used for the following functions:

- APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
- ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.



1. **Press → [Common Settings] → [Drawer Eligibility For APS/ADS].**

2. **Select [Copy], [Printer], [Mail Box], [Receive/Fax], or [Other].**

   [Printer] appears only if the optional UFR II Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), UFR II/PCL Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), or PS Printer Kit is activated.

   [Receive/Fax] appears if the Color Universal Send Kit is activated, and the optional Super G3 FAX Board is installed. If only the Color Universal Send Kit is activated, [Receive] appears. If only the optional Super G3 FAX Board is installed, [Fax] appears.

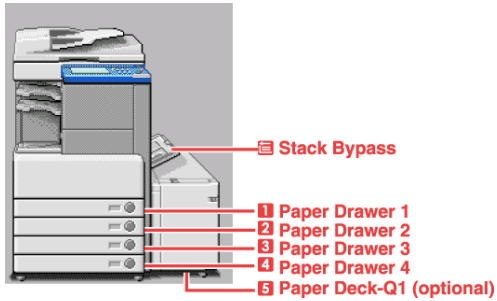
   [Other] is used for specifying the paper source for printing reports.

**3. Select [On] or [Off] for the stack bypass and the other paper sources → press [OK].**

Details of each item are shown below.

| | |
|---|---|
| [On]: | The paper source is eligible for APS/ADS. |
| [Off]: | The paper source is ineligible for APS/ADS. |

The numbers on the screen represent the following paper sources:




The optional Cassette Feeding Unit-Y3 and Paper Deck-Q1 are attached.

Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.

The settings under [Copy] include an option called [Consider Paper Type], which determines whether the machine considers the paper type loaded in a paper source.

- If [Consider Paper Type] is set to 'On', paper is not fed from another paper source when the original paper source runs out of paper, unless another paper source is loaded with the same paper size and type. For more information on stored paper types, see "Identifying the Type of Paper in a Paper Source(p.5-38)."
- If [Consider Paper Type] is set to 'Off', paper is fed from another paper source when paper in the current paper source runs out, as long as the same paper size/type is loaded in that paper source.

If you selected [Printer] in step 2, the Stack Bypass icon ( ) will not be displayed on the paper selection screen.

# Designating the Envelope Type

You can use Paper Drawer 1 as an envelope cassette, if you attach the optional Envelope Feeder Attachment-C2, set the size switch to the appropriate envelope type, and the paper size dial to 'ENV.'.

**Remark**

- This procedure is necessary only if the optional Envelope Feeder Attachment-C2 is attached to PaperDrawer 1.

1. **Press → [Common Settings] → [Envelope Cassette].**

2. **Select [ENV.1] or [ENV.2] → select the envelope type → press [OK].**

   Make sure that the selected envelope type is the same envelope type that is loaded in Paper Drawer 1.

# Identifying the Type of Paper in a Paper Source

This setting enables you to specify the paper type loaded in each paper source.

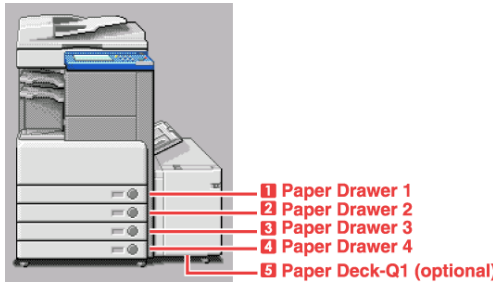
**Remark**

- Be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

**1. Press → [Common Settings] → [Register Paper Type].**

**2. Select the paper source in which you want to register the paper type.**

The numbers on the screen represent the following paper sources:




The optional Cassette Feeding Unit-Y3 and Paper Deck-Q1 are attached.

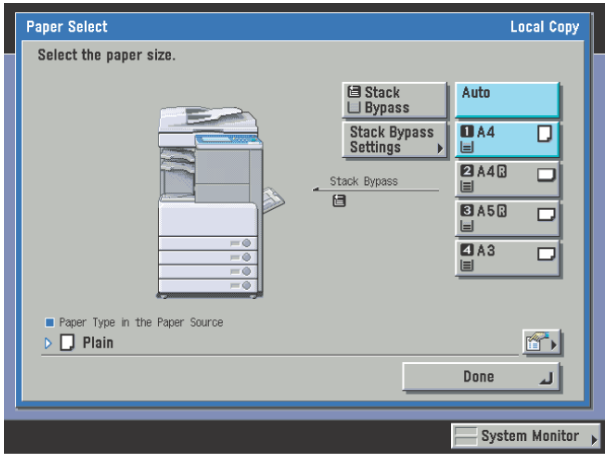
**3. Select the desired paper type loaded in the paper source → press [OK].**

Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

For more information on paper types, see "Basic Operations(p.3-1)."

You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Security(p.6-1)."

The registered paper type information is displayed through the use of icons on the paper selection screen, as shown below.



# Paper Select Screen Priority

You can set whether priority is given to the simple setting screen for paper type, or the detailed setting screen when displaying the paper type selection screen from the paper size selection screen.



1. **Press → [Common Settings] → [Paper Select Screen Priority].**

2. **Select [Simple] or [Detailed] → press [OK].**

# Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

**Remark**

- The machine may not enter the Sleep mode completely, depending on the status and type of installed MEAP applications (e.g., there still may be applications running in the background consuming power).
- If there are less than 10 minutes remaining before a Delayed Send job is to be sent, the machine will not enter the Sleep mode completely.
- If you are using a management application (such as NetSpot Console) to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- The machine will not enter the Sleep mode completely when it is connected to a computer via a USB cable.
- The machine may not enter the Sleep mode completely in the following cases:
  - If <Ethernet Type> in [Ethernet Driver Settings] in [Network Settings] (from the Additional Functions screen) is set to '1000 Base-T'
  - If the IPSec Board is installed and <Use IPSec> in [IPSec Settings] in [TCP/IP Settings] (from the Additional Functions screen) is set to 'On'
  - If the Wireless LAN Board is installed
- In some cases, the energy consumption level in the Sleep mode is 'High' even when the energy consumption level is set to 'Low' when:
  - A job is being processed (including a forwarding job, report job, receive job, and sending a forwarding done notice).
  - Any of the following settings are set from the Additional Functions screen:

| Report Settings | | |
|---|---|---|
| Settings | Send | The Daily Activity Report Time setting for the Activity Report is set to 'On'.*1 |
| | Fax | The Daily Activity Report Time setting for the FAX Activity Report is set to'On'.*1 |
| **System Settings** | | |
| Communications Settings | Memory RX Inbox Settings | Time limit for receiving fax documents in memory is set.*1 |

| | | |
|---|---|---|
| Network Settings | TCP/IP Settings | DHCP is set to 'On'. |
| | NetWare Settings | NetWare is set to 'On'. |
| | AppleTalk Settings | AppleTalk is set to 'On'. |
| | SMB Settings | SMB is set to 'On'. |
| | E-Mail/I-Fax | The POP Interval setting is set to less than '10' minutes (except when the POP Interval setting is set to '0'). |

*1 If there is more than 10 minutes remaining before the specified time, the machine consumes the same amount of energy as when the energy consumption level is set to 'Low'.



**1. Press → [Common Settings] → [Energy Consumption in Sleep Mode].**

**2. Select [Low] or [High] → press [OK].**

Details of each item are shown below.

[Low]: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.

[High]: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.

If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

# Distinguishing LTRR and STMT Originals

You can designate the way the machine handles LTRR and STMT originals that are placed on the platen glass.

1. **Press → [Common Settings] → [LTRR/STMT Original Selection].**

2. **Select [Distinguish Manually], [Use LTRR Format], or [Use STMT Format] → press [OK].**

   If you select [Distinguish Manually], a screen enabling you to select the original size appears when scanning.

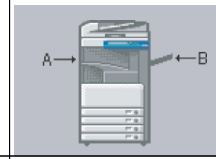
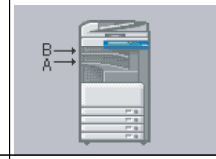
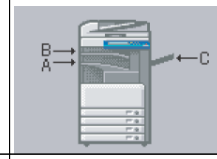
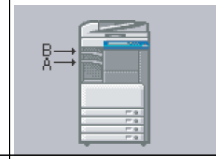
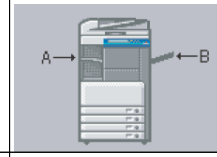
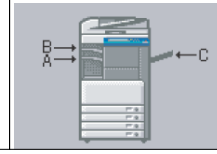
   If you select [Use LTRR Format], the machine detects the original as LTRR.

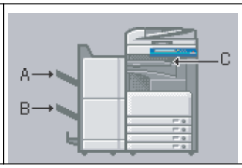
   If you select [Use STMT Format], the machine detects the original as STMT.

# Output Tray Designation

You can designate the machine's output trays to be used for specific functions.

The output trays indicated by Tray A, B, and C varies according to the attached optional equipment.

| Options Attached | Default Settings | Tray A/B/C |
|---|---|---|
| Copy Tray-J1 | Tray A: Copy, Mail Box<br>Tray B: Printer, Receive/Fax, Other |  |
| Inner 2 Way Tray-D1 | Tray A: Copy, Mail Box<br>Tray B: Printer, Receive/Fax, Other |  |
| Inner 2 Way Tray-D1 and Copy Tray-J1 | Tray A: Copy, Mail Box<br>Tray B: Printer<br>Tray C: Receive/Fax, Other |  |
| Finisher-S1 and Additional Finisher Tray-B1 | Tray A: Copy, Mail Box<br>Tray B: Printer, Receive/Fax, Other |  |
| Finisher-S1 and Copy Tray-J1 | Tray A: Copy, Mail Box, Printer<br>Tray B: Receive/Fax, Other |  |
| Finisher-S1, Additional Finisher Tray-B1, and Copy Tray-J1 | Tray A: Copy, Mail Box<br>Tray B: Printer<br>Tray C: Receive/Fax, Other |  |

| | | |
|---|---|---|
| Finisher-AE1 or Saddle Finisher-AE2, and Buffer Pass Unit-E2 | Tray A: Copy, Mail Box<br>Tray B: Printer<br>Tray C: Receive/Fax, Other<br>Tray Home Position: Tray A |  |

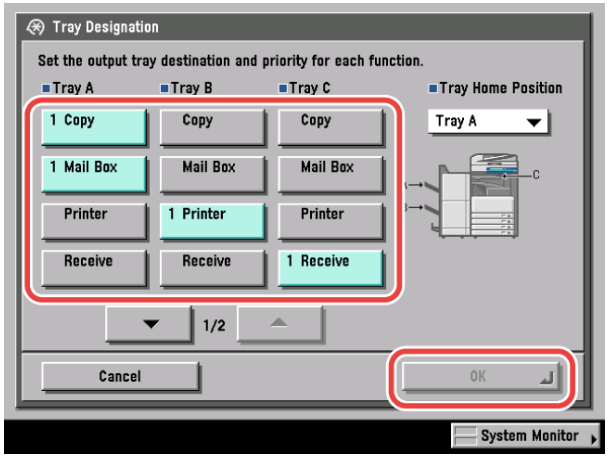
**Remark**

- The same output tray can be designated for multiple functions.
- The priority order of the output destinations is determined by the order of the selected output trays. The priority is displayed as "1," "2," and "3."



1. **Press → [Common Settings] → [Tray Designation].**

2. **Select the functions for which to designate output Trays A, B, and C → press [OK].**




The optional Saddle Finisher-AE2 is attached.

[Printer] appears only if the optional UFR II Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), UFR II/PCL Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), or PS Printer Kit is activated.

[Other] is used for designating a tray for printing reports.

[Receive/Fax] appears if the Color Universal Send Kit is activated, and the optional Super G3 FAX Board is installed. If only the Color Universal Send Kit is activated, [Receive]

appears. If only the optional Super G3 FAX Board is installed, [Fax] appears.

If you want to use an output tray for only one function, select only that function.

- If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function. However, it is recommended that you only designate one tray for fax/I-fax documents to prevent them from getting lost.
- If the optional Finisher-S1 and Copy Tray-J1 are attached and the Staple mode is set, the sheets are output to Tray A, regardless of the Tray Designation settings.
- If the optional Finisher-S1 and Copy Tray-J1 are attached and the following paper is selected, the sheets are output to trays other than the Copy Tray-J1, regardless of the Tray Designation settings: nonstandard, envelopes, heavy paper, transparencies, labels, or tracing paper.
- If the optional Inner 2 Way Tray-D1 and Copy Tray-J1 are attached and the following paper is selected, the sheets are output to trays other than the Copy Tray-J1, even if the Copy Tray-J1 is specified as the destination: nonstandard, envelopes, heavy paper, transparencies, labels, or tracing paper.

- If you want to select the tray home position (when the optional Finisher-AE1, Saddle Finisher-AE2, or Finisher-S1 and Additional Finisher Tray-B1 are attached):

## If you want to select the tray home position (when the optional Finisher-AE1, Saddle Finisher-AE2, or Finisher-S1 and Additional Finisher Tray-B1 are attached):

**☐ Press the Tray Home Position drop-down list → select the tray home position to be used while jobs are being processed.**

Tray Home Position

| | |
|---|---|
| [Tray A]: | Tray A moves closer to the output area. |
| [Tray B]: | Tray B moves closer to the output area. |
| [Off]: | The tray home position is not set. The output tray stops at the position it is in when printing finishes. |

# Setting the Printing Priority

You can set the machine's printing priority. A job that belongs to a function with a higher set priority is printed after the job currently being processed is complete.

**Remark**

Priority printing does not take place until the current job is complete. However, if the current job is paused, the printing of a job that belongs to a function with a higher set priority may start, depending on the settings.



**1. Press → [Common Settings] → [Printing Priority].**

**2. Select the printing priority for the various functions → press [OK].**

If you select [1] for a function, that function is given the highest printing priority.

[Printer] appears only if the optional UFR II Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), UFR II/PCL Printer Kit (standard-equipped for the iR3245N/iR3235N/iR3225N), or PS Printer Kit is activated.

[Receive/Fax] appears if the Color Universal Send Kit is activated, and the optional Super G3 FAX Board is installed. If only the Color Universal Send Kit is activated, [Receive] appears. If only the optional Super G3 FAX Board is installed, [Fax] appears.

<Other> is used for setting the priority for printing reports.

PDL prints from MEAP applications are included in <Printer>. However, local print jobs from MEAP applications are included in <Mail Box>.

If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.

# Image Form

You can store image forms and superimpose them on the output using the Form Composition mode in the Copy and Mail Box functions. For instructions on using the Form Composition mode, see the Copying and Mail Box Guide.

**Remark**

- Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.
- Be sure to place the original that contains the image form on the platen glass. It is not possible to scan an image form from the feeder.
- Image forms can also be retrieved from a personal computer and stored in the machine.

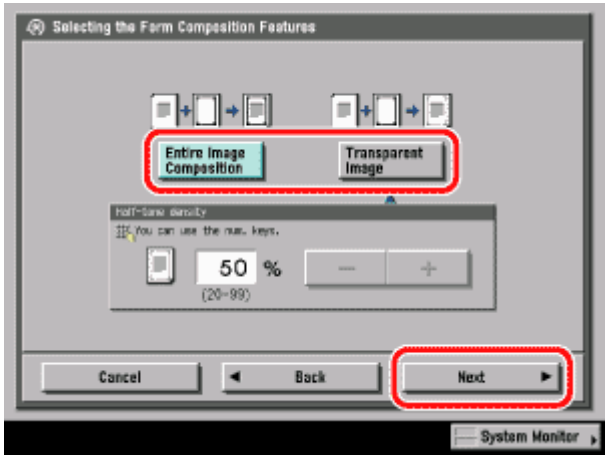
1. **Press → [Common Settings] → [Register Form for Form Composition].**

2. **Press [Register].**

3. **Select the size of the original that contains the image form → press [Next].**

   To select an inch paper size, press [Inch-size].

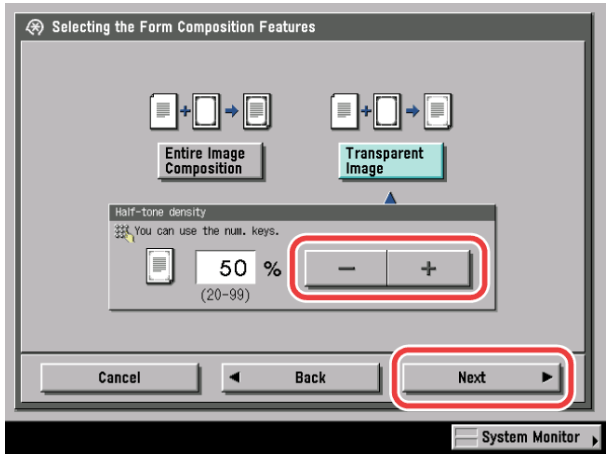
4. **Select [Entire Image Composition] or [Transparent Image] → press [Next].**




- If [Transparent Image] is selected:

● **If [Transparent Image] is selected:**

☐ **Press [-] or [+] to adjust the halftone density → press [Next].**




**5. Set the desired scan settings.**

If you want to change the zoom ratio, press [Copy Ratio]. (See the Copying and Mail Box Guide.)

If you want to change the scan exposure, press [ ◐ ] or [ ◑ ]. (See the Copying and Mail Box Guide.)

If you want to select the image quality for scanning, select the original type from the original type drop-down list. (See the Copying and Mail Box Guide.)

If you want to invert images, adjust the contrast of images, or set the automatic copy/scan exposure, press [Special Features], and then set each function. (See the Copying and Mail Box Guide.)

If you want to assign a name to the image form, press [Form Name] → enter a name → press [OK].

For instructions on entering characters, see "Basic Operations(p.3-1)."

If you press [OK] without entering any characters, the machine automatically assigns the image form a name using the year, month, day, and time the image form was stored.

**6. Place the original that contains the image form on the platen glass → press ⊙.**

The following two types of icons appear on the screen:

- : Transparent Image
- : Entire Image Composition

# Checking Image Form Details

1. **Press → [Common Settings] → [Register Form for Form Composition].**

2. **Select the desired image form → press [Details].**

   To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See the Copying and Mail Box Guide.)

3. **Check the detailed information → press [Done].**

   If you want to change the name of the image form, press [Change Form Name].

   For instructions on entering characters, see "Basic Operations(p.3-1)."

# Erasing an Image Form

1. **Press → [Common Settings] → [Register Form for Form Composition].**

2. **Select the image form that you want to erase → press [Erase].**

   To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See the Copying and Mail Box Guide.)

3. **Press [Yes].**

# User-Defined Text for Page Numbers and Watermarks

You can register specific text to be placed on your documents using the Pg/Copy Set Numbering, Print Watermark/Date, or [Watermark] for the Secure Watermark mode. For instructions on using the Pg/Copy Set Numbering, Print Watermark/Date, and Secure Watermark modes, see the Copying and Mail Box Guide.



**Remark**

- The maximum number of user-defined text strings for watermarks and page numbers that can be registered is 30.

# Registering User-Defined Text

1. **Press → [Common Settings] → [Register Characters for Page No./ Watermark].**

2. **Press [Register] → enter the desired characters → press [OK].**

   For instructions on entering characters, see "Basic Operations(p.3-1)."

3. **Press [Done].**

# Editing User-Defined Text

1. **Press → [Common Settings] → [Register Characters for Page No./ Watermark].**

2. **Select the text to edit → press [Edit].**

3. **Enter the new text → press [OK].**

   For instructions on entering characters, see "Basic Operations(p.3-1)."

4. **Press [Done].**

## Erasing User-Defined Text

1. **Press → [Common Settings] → [Register Characters for Page No./ Watermark].**

2. **Select the text to erase → press [Erase].**

3. **Press [Yes].**

4. **Press [Done].**

# Standard Paper for the Stack Bypass

You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

If the Stack Bypass Standard Settings are stored when using the optional Fax function, you can also use the stack bypass to receive faxes.

**Remark**

- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are using the stack bypass as a paper source for the Copy, Mail Box, and Fax (Receive) functions,you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching(p.5-35).")

**1. Press → [Common Settings] → [Stack Bypass Standard Settings].**

**2. Press [On] → [Store].**

If you press [Off], proceed to step 5.

**3. Select the desired paper size.**

- If you want to select a standard paper size:
- If you want to select an irregular paper size:
- If you want to select an envelope size:

### If you want to select a standard paper size:

☐ **Select the desired paper size → press [Next].**

To select an inch paper size, press [Inch-size].

● **If you want to select an irregular paper size:**

☐ **Press [Free Size].**

☐ **Press [Next].**

● **If you want to select an envelope size:**

☐ **Press [Envelope].**

☐ **Select the envelope type → press [OK].**

If the envelope type is not selected correctly, a paper jam will occur.

☐ **Press [OK] → proceed to step 5.**

**4. Select the desired paper type → press [OK].**

[Transparency] can be selected only if [A4] is selected as the paper size.

For more information on paper types, see "Basic Operations(p.3-1)."

You can register a paper type that is not listed in [Detailed Settings] in the Stack Bypass Settings: Selecting the Paper Type screen. For details on registering paper types, see "Security(p.6-1)."

**5. Press [OK].**

# Setting the Speed or Print Side Priority

You can set whether the printer speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper loaded in a paper source.

**Remark**

When using preprinted paper (paper which has logos or patterns already printed on it) whose orientation is important, it is recommended that you set [Print Side Priority] for the paper source which is loaded with that paper.



1. **Press → [Common Settings] → [Paper Feed Method Switch].**

2. **Select [Speed Priority] or [Print Side Priority] for each paper source → press [OK].**

   Details of each item are shown below.

   [Speed Priority]: When you feed one or two-sided prints into the machine, the method for delivering paper inside the machine changes, and this affects the printing speed. Therefore, to maximize the printing speed, load the paper manually as follows:
   One-Sided Prints:
   Load the paper face up in a paper drawer, or face down into the stack bypass and the optional paper deck. The side

| | |
|---|---|
| | facing up in the paper drawer, and the side facing down in the stack bypass and paper deck are the sides printed on.<br>Two-Sided Prints:<br>Load the paper face down in a paper drawer, or face up in the stack bypass and the paper deck. The side facing down in the paper drawer, and the side facing up in the stack bypass and paper deck are the first sides that are printed on. |
| [Print Side Priority]: | If you load paper in a paper drawer and select [Print Side Priority], no matter whether you are printing one or two-sided prints, the side of the paper facing up is always the one printed on first. (The side facing downis the one printed on first for the stack bypass and paper deck.) However, some speed will be sacrificed when printing one-sided prints. |

If [Print Side Priority] is selected for a paper source, and Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'On', the Automatic Paper Selection and Automatic Drawer Switching settings are ignored. Also, the machine's printing speed may become slower when you print one-sided documents.

# Standard Local Print Settings

You can set the standard print settings for the machine. The Standard Local Print Settings are used in the following cases:

- If you print documents stored in inboxes without changing the print settings
- If you merge and print multiple documents stored in an inbox
- If you reset the settings before printing a document that has been sent from a computer and stored in an inbox



1. **Press → [Common Settings] → [Standard Local Print Settings].**

2. **Select the desired standard local print settings for each mode → press [Done].**

Details of each item are shown below.

- [Paper Select]: Select the paper source.
- [Copies]: Set the number of copies from 1 to 9,999 sets.
- [Finishing]: Set the type of collating.
- [2-Sided Print]: Set whether to perform two-sided printing.
- [Erase Document: Set whether to erase a document from memory after it prints.

After Printing]:

- [Merge Documents]: Set whether to merge documents, if you select multiple documents that are stored in an inbox for printing.

# Changing the Language Shown on the Touch Panel Display

You can select the language displayed on the touch panel display.

**Remark**

- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To be able to enter all characters, set Language Switch to 'Off'.
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.



**1. Press → [Common Settings] → [Language Switch].**

**2. Press [On] → select the desired language → press [OK].**

If you do not want to change the display language, press [Off].

If you press [Display Shortcut Key], [ ] will be displayed next to [System Monitor] on the Basic Features screen. [ ] is a shortcut key to the Language Switch screen.

- Some messages may not be displayed properly in the language that you just selected. In this case, restart the machine (turn the machine OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine(p.1-1)."
- If SSO-H is set as the login service, and there is a difference between the language set on the machine and the one set in Active Directory, the sender's full name will not be displayed in e-mail messages sent to the recipient.

# Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.



1. **Press → [Common Settings] → [Reversed Display (Color)].**

2. **Select [On] or [Off] → press [OK].**

   Details of each item are shown below.

   | | |
   |---|---|
   | [On]: | The colours of the touch panel display screen are reversed (i.e., the areas that are normally light become dark, and the dark areas become light). |
   | [Off]: | The touch panel display screen returns to its default colours. |

# Alternating the Print Output (Offset Jobs)

The Offset Jobs mode automatically sorts the print output by job when multiple print jobs are specified. It also ensures that output pages are always sorted even if you forget to specify a finishing mode.

**Remark**

[Offset Jobs] is displayed only if an optional finisher is attached.

1. **Press → [Common Settings] → [Offset Jobs].**

2. **Select [On] or [Off] → press [OK].**

# Inserting a Job Separation Sheet between Print Jobs

This mode enables you to insert blank pages before the first page of each print job from a selected paper drawer. This is useful when you want to separate one print job from another when printing multiple jobs.

**Remark**

If you are using the Booklet or Saddle Stitch mode, job separation sheets cannot be inserted betweenjobs.

**1. Press → [Common Settings] → [Job Separator between Jobs].**

**2. Select [On] or [Off].**

- If you select [On]:
- If you select [Off]:

**If you select [On]:**

☐ **Press [Paper Select] → select the paper drawer containing the desired paper size for the job separation sheet → press [OK].**

☐ **Press [OK].**

**If you select [Off]:**

☐ **Press [OK].**

# Inserting a Job Separation Sheet between Copy Sets

If you are using the Collate, Offset Collate, or Staple mode, you can insert blank pages from a selected paper drawer to separate a specified number of copies.

**Remark**

- If you are using the Do not Collate, Rotate Collate, Group, Offset Group, Booklet, or Saddle Stitch mode, job separation sheets cannot be inserted between copy sets.

**1. Press → [Common Settings] → [Job Separator between Copies].**

**2. Select [On] or [Off].**

- If you select [On]:
- If you select [Off]:

## If you select [On]:

☐ **Press [Paper Select] → select the paper drawer containing the desired paper size for the job separation sheet → press [OK].**

☐ **Use - (numeric keys) to specify the number of pages after which a job separation sheet will be inserted.**

☐ **Press [OK].**

**If you select [Off]:**

☐ **Press [OK].**

# Job Duration Display

If the Job Duration Display mode is set to 'On', the remaining time that it takes to complete an operation is displayed in minutes on the touch panel display.

**Remark**

- The wait time is displayed as <Approx Prt Time> (approximate printing time) on the screen that is displayed when the machine is printing.
- Even if Job Duration Display is set to 'On', the wait time is not displayed if the wait time is less than one minute.



1. **Press → [Common Settings] → [Job Duration Display].**

2. **Select [On] or [Off] for each function → press [OK].**

# Number of Copies/Wait Time Status Display

If the Number of Copies/Wait Time Status Display mode is set to 'On', the number of copies specified and the approximate time before the current job completes is displayed in the Job/Print Status Display Area.

**Remark**

- The accuracy of the approximate times displayed in the Job/Print Status Display Area may vary, depending on the status of the machine.
- The approximate time is not displayed when the wait time is less than one minute.



1. **Press → [Common Settings] → [Number of Copies/Job Duration Status Display].**

2. **Select [On] or [Off] → press [OK].**

# Setting an Output Tray to Hold Different Paper Sizes

This mode enables you to output different paper sizes to the same output tray.

**Remark**

- This mode is available only if an optional finisher is attached.



1. **Press → [Common Settings] → [Different Paper Sizes for the Output Tray].**

2. **Select [On] or [Off] → press [OK].**

   If Different Paper Sizes for the Output Tray is set to 'Off', and the message <Remove the paper from the output tray.> is displayed, printing stops. Remove all of the paper from the output tray, and printing resumes.

   If both the Different Size Originals and Staple modes are set, outputs are stapled and collated, regardless of the Different Paper Sizes settings.

   - Even if you set Different Paper Sizes for the Output Tray to 'Off', different paper sizes are output to the same output tray in the same way as when Different Paper Sizes for the Output Tray is set to 'On' when outputting to the Copy Tray-J1 or Buffer Pass Unit-E2.
   - Even if you set Different Paper Sizes for the Output Tray to 'Off', different paper size may be output to the same output tray if there is only a small amount of paper in the paper tray.

# Clean the Original Scanning Area Prompt

You can use the Cleaning Display for the Original Scanning Area mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output. The Clean the Original Scanning Area Prompt appears when originals are placed in the feeder.

**Remark**

[Cleaning Display for the Original Scanning Area] appears only if the optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/ iR3225N) is attached.

1. **Press → [Common Settings] → [Cleaning Display for the Original Scanning Area].**

2. **Select [On] or [Off] → press [OK].**

# Data Compression Ratio for Remote Scans

You can set the compression ratio for network scanning. A high compression ratio reduces the amount of memory used for scanning the document, but results in a lower image quality. On the contrary, a low compression ratio increases the amount of memory used for scanning the document, but results in a higher image quality.

**Remark**

For more information on the Network Scan function, see the Network ScanGear Guide.

1. **Press → [Common Settings] → [Data Compression Ratio for Remote Scans].**

2. **Select [High Ratio], [Normal], or [Low Ratio] → press [OK].**

Details of each item are shown below.

| | |
|---|---|
| [High Ratio]: | A small amount of memory is used for scanning the document, but the images have a lower image quality. |
| [Normal]: | The amount of memory used for the document and the quality of the images are moderate. The compression ratio is between the High Ratio and Low Ratio settings. |
| [Low Ratio]: | A large amount of memory is used for the document, but the images have a higher image quality. |

# Setting the Gamma Value for Remote Scans

You can set the gamma value that is used for scanning colour documents into your computer through the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with the most optimal density.

**Remark**

For more information on the Network Scan function, see the Network ScanGear Guide.



1. **Press → [Common Settings] → [Gamma Value for Remote Scans].**

2. **Select the gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]) → press [OK].**

# Limiting Functions

If a problem frequently occurs when using the Finishing modes, such as Offset Collate and Staple, you can temporarily limit the use of these finishing modes by setting Limited Functions Mode to 'On'.

In addition, when the Service Call Message screen appears indicating a finishing mode malfunction and you temporally set the Limited Functions Mode to clear the Service Call Message screen, you can deactivate the Limited Functions Mode by setting this mode to 'Off' from the Additional Functions screen. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is cleared.

**Remark**

[Limited Functions Mode] is displayed only if an optional finisher is attached.

1. **Press → [Common Settings] → [Limited Functions Mode].**

2. **Select [On] or [Off] → press [OK].**

   The Limited Functions Mode is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine(p.1-1)."

# Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

**Remark**

- If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display(p.5-65).")
- If you set Limited Functions Mode to 'On', and then return the Common Settings to their default settings, the setting for the Limited Functions Mode remains unchanged.
- Image forms registered for Register Form for Form Compositions are not erased.

1. **Press → [Common Settings] → [Initialize Common Settings].**

2. **Press [Yes].**

# Timer Settings

You can make various timer related settings for the machine, such as adjusting the current time, and specifying the time it takes for the machine to enter into the Sleep mode or Low-Power mode.

# Current Time Adjustment

You can make adjustments to the current time. For instructions on setting the current date and time, see "Security(p.6-1)."

1. **Press → [Timer Settings] → [Time Fine Adjustment].**

2. **Press [-] or [+] to adjust the current time → press [OK].**

   Even if you change the time from 00:00 to 23:59, or 23:59 to 00:00, the date will not be changed.

# Auto Sleep Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the control panel power switch automatically switches OFF to save power. The machine has entered the Sleep mode.

**Remark**

For more information on the Sleep mode, see "Energy Consumption in the Sleep Mode(p.5-41)."

1. **Press → [Timer Settings] → [Auto Sleep Time].**

2. **Press [ ▼ ] or [ ▲ ] to enter the desired Auto Sleep Time → press [OK].**

# Auto Clear Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the "Auto Clear Time."

**Remark**

If '0' is selected, the Auto Clear Time mode is not set.

1. **Press → [Timer Settings] → [Auto Clear Time].**

2. **Press [-] or [+] to enter the desired Auto Clear Time → press [OK].**

# Time Until Unit Quiets Down

This machine enters the Quiet mode after a specified amount of time has elapsed following a print job, or a key operation is performed. You can specify the amount of time that elapses prior to entering the Quiet mode.

**Remark**

If '0' is selected, the Quiet mode is not set.

1. **Press → [Timer Settings] → [Time Until Unit Quiets Down].**

2. **Press [-] or [+] to enter the desired time period → press [OK].**

# Daily Timer Settings

You can set the time that the machine automatically enters the Sleep mode each day of the week.

**Remark**

If the Auto Sleep Time and Daily Timer modes are both set, the Auto Sleep Time setting has priority.



1. **Press → [Timer Settings] → [Daily Timer Settings].**

2. **Select the day of the week → enter the time using 0 - 9 (numeric keys) → press [OK].**

   Enter the time in 24-hour notation as four digits (including zeros) without a space.

   Examples:
   7:05 a.m. → 0705
   11:18 p.m. → 2318

   If you make a mistake when entering the time, select the day of the week again → enter another four digit number.

   You can also press C to clear the incorrect values.

# Adjusting the Machine

This section describes how you can make fine adjustments to the settings of the machine, such as making a fine adjustment to the printed image and the page number or watermark position.

It is recommended that you perform an Automatic Gradation Adjustment and clean the machine regularly.

# Zoom Fine Adjustment

When you print a copy or a document from an inbox, a slight difference in size may occur between the size of the original image, and the size of the copied/printed image. In this case, you can perform a fine adjustment to compensate for this difference.



1. **Press → [Adjustment/Cleaning] → [Zoom Fine Adjustment].**

2. **Press [-] or [+] to adjust the percentage (%) → press [OK].**

   If you are making an adjustment to either the X (horizontal) or Y (vertical) direction, press [-] or [+] to enter a value for that direction only.

# Saddle Stitch Staple Repositioning

You can reposition the stapler of the saddle stitcher unit after clearing a staple jam, or after replacing the staple cartridge. Saddle stitch staple repositioning works by feeding several sheets of paper into the saddle stitcher unit and stapling them together.

**Remark**

- If transparencies are loaded in a paper drawer, make sure to pull out that paper drawer slightly so that transparencies are not fed for the saddle stitch staple repositioning procedure. Damage to the machine may occur if transparencies are fed during this procedure.
- Only use A3 or A4R paper for the saddle stitch staple repositioning procedure.
- Make sure to remove all output booklets from the optional Booklet Tray before performing the saddlestitch staple repositioning procedure.
- Saddle stitch staple repositioning can be performed only if the optional Saddle Finisher-AE2 is attached.
- Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to thesaddle stitcher unit by the machine.

1. **Press → [Adjustment/Cleaning] → [Saddle Stitcher Staple Repositioning].**

2. **Press [Start].**

# Saddle Stitch Position Adjustment

If you are using the Saddle Stitch mode of the optional Saddle Finisher-AE2, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position to compensate for this error.

**Remark**

The saddle stitch position can only be adjusted if the optional Saddle Finisher-AE2 is attached.



1. **Press → [Adjustment/Cleaning] → [Saddle Stitch Position Adjustment].**

2. **Select the paper size for which you want to adjust the saddle stitch position.**

   Some of the paper sizes displayed may not be available in certain countries.

3. **Press [ ▼ ] or [ ▲ ] to adjust the saddle stitch position → press [OK].**

# Creep (Displacement) Correction Adjustment

This mode enables you to adjust the displacement of pages that occurs between the outermost and centre page when the Booklet mode is set.



1. **Press → [Adjustment/Cleaning] → [Creep (Displacement) Correction Adjustment].**

2. **Select the desired paper type → press [Adjust].**

3. **Press [ ▼ ] or [ ▲ ] to adjust the correction width → press [OK].**

   To enter values in inches, press [Inch].

# Automatic Gradation Adjustment

You can recalibrate the machine when you notice irregularities in the colour of the copies or prints, such as when copies turn out to be different from the original in gradation, density, or colour.

This is a precise recalibration that is made to the gradation, density, and colour settings of the machine. The procedure involves making test prints and placing them on the platen glass for scanning. Once this is complete, the machine automatically corrects the irregularities.



**Remark**

- Make sure that you place the test prints properly. Accurate recalibrations of the gradation, density, and colour settings of the machine cannot be made if the test prints are not scanned correctly.
- This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, use plain paper.
- Test prints are not counted as part of the copy or print total page counts.

**1. Press → [Adjustment/Cleaning] → [Auto Gradation adjustment].**

**2. Press [Test Print].**

If the paper which is appropriate for the test print is not loaded in a paper source, a message asking you to load the appropriate paper appear. In this case, load the appropriate paper in a paper source.

**3. Place the test print on the platen glass.**

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass by the arrow.

**4. When auto gradation adjustment is complete, press [Start Scan].**

**5. Remove the test print from the platen glass.**

# Exposure Recalibration

You can recalibrate the exposure adjustment scale if differences between the image on the original and the print occur.

1. **Press → [Adjustment/Cleaning] → [Exposure Recalibration].**

2. **Press [Light] or [Dark] for each function to adjust the exposure → press [OK].**

# Adjusting the Secure Watermark Mode Settings

This mode enables you to adjust the relative contrast (brightness) of the hidden text and the background when using the Secure Watermark mode. The Secure Watermark effect can be tested by making a copy of a sample print.

Specify the following settings in [Character/Background Contrast Adjustment]:

- [Relative Contrast Value]: adjusts the relative contrast of the hidden text and the background.
- [Standard Value Settings]: sets the density of the text.
- [Latent String Density]: sets the density of the background.

**Remark**

- Load A3, A4, LTR, or 11" × 17" size regular or heavy paper when making sample prints.
- If [White Letters on Colored Backgnd] is not selected, [Standard Value Settings] sets the density of the background, and [Latent String Density] sets the density of the text.
- [Character/Background Contrast Adjustment] is displayed only if the optional Secure Watermark is activated.

**1. Press → [Adjustment/Cleaning] → [Character/Background Contrast Adjustment].**

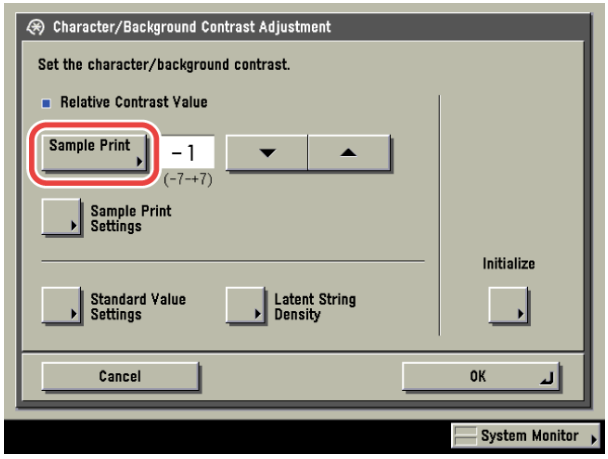
The text/background contrast adjustment can be set from [Secure Watermark] in the Special Features screen for the Copy and Mail Box functions.

**2. Press [For Printer 1200 dpi] or [Standard].**

Press [For Printer 1200 dpi] if the resolution is set at 1200 dpi during printing.

If [For Printer 1200 dpi] or [Standard] is not displayed, proceed to step 3.

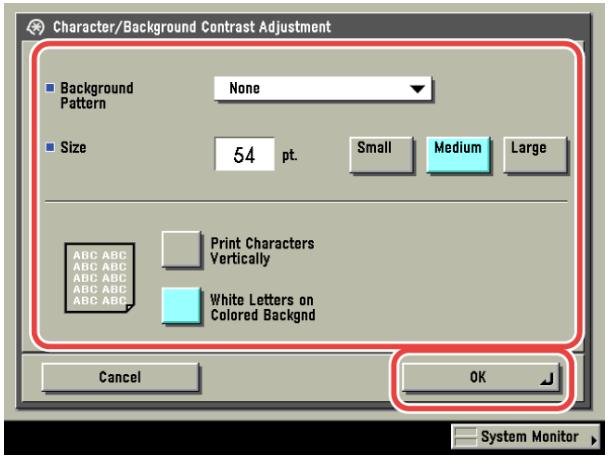
3. **Press [Sample Print].**




- If you want to specify print settings for the sample print:

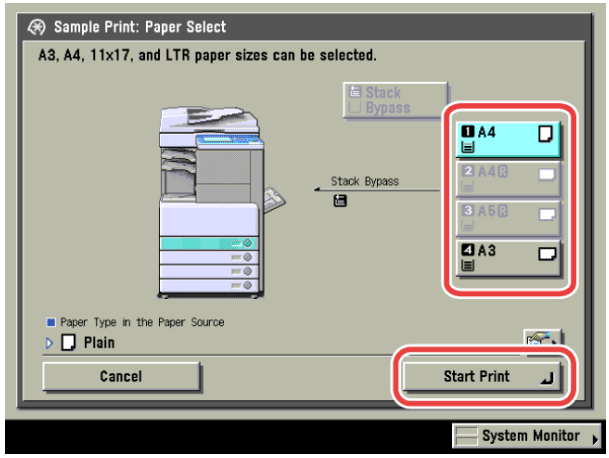
## If you want to specify print settings for the sample print:

☐ **Press [Sample Print Settings] → specify the desired settings → press [OK].**

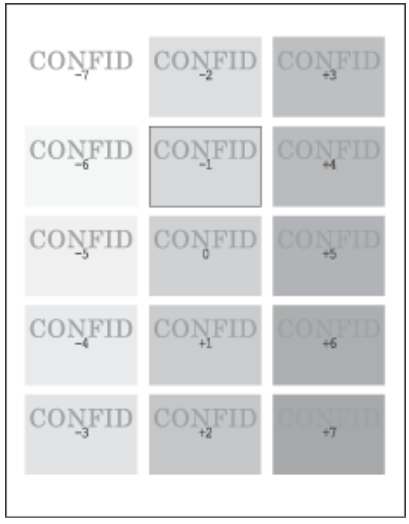



You can set the background pattern, text size, colour, and orientation.

4. **Select the paper to use for the sample print → press [Start Print].**




The sample print is output.

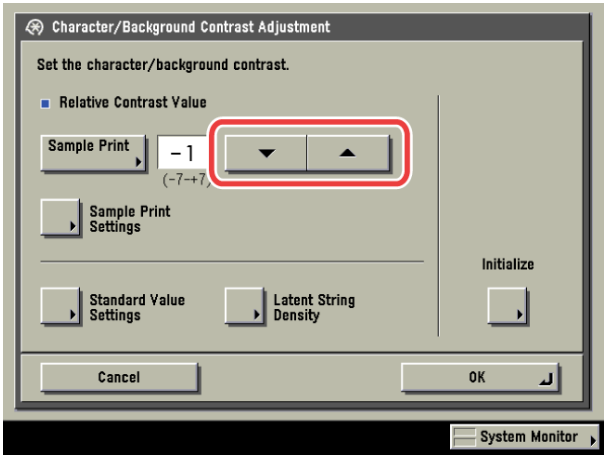



- The sample print includes the hidden text and the background for each relative contrast value.
- The area within the frame on the sample print is the output sample for the currently set relative contrast value.

5. **Copy the sample print to check the result of the Secure Watermark settings.**

If you do not want to change [Relative Contrast Value], proceed to step 8.

6. **Compare the sample print and the copy, and set the value for the best sample print for [Relative Contrast Value] using [ ▼ ] or [ ▲ ].**




Adjust [Relative Contrast Value] while comparing the difference between [Standard Value Settings] and the current [Latent String Density], by referring to the sample print.

If you increase the value for [Relative Contrast Value], the text gets denser, and if you decrease the value, the text gets lighter. When [White Letters on Colored Backgnd] is not selected, if you increase the value for [Relative Contrast Value], the background gets denser, and if you decrease the value, the background gets lighter.

The setting range for the Relative Contrast Value will differ, depending on the Standard Value Settings you have set.

| Standard Value Settings | Relative Contrast Value |
|---|---|
| 1 | 0 to +7 |
| 4 | -4 to +7 |
| 8 to 56 | -7 to +7 |
| 60 | -7 to +4 |
| 64 | -7 to 0 |

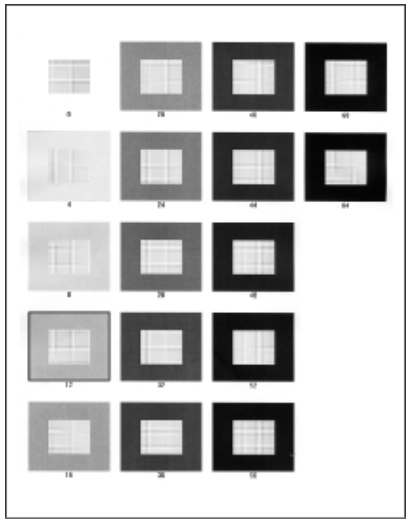
- If you want to adjust the density of the text:
- If you want to adjust the density of the background (latent image):

## If you want to adjust the density of the text:

☐ **Press [Standard Value Settings] → [Sample Print].**

☐ **Select the paper to use for the sample print → press [Start Print].**

A standard value sample print is output.



☐ **Refer to the print result and set the standard value indicated for the image which has the most even contrast for the inner and outer squares using [-] or [+].**

If you increase the value for [Standard Value Settings], the text gets denser, and if you decrease the value, the text gets lighter. When [White Letters on Colored Backgnd] is not selected, if you increase the value for [Standard Value Settings], the background gets denser, and if you decrease the value, the background gets lighter.

When changing the adjustment area on the sample print for the relative contrast, specify settings for [Standard Value Settings].

## If you want to adjust the density of the background (latent image):

☐ **Press [Latent String Density] → adjust the density using [-] or [+].**

- If you changed [Standard Value Settings], adjust [Latent String Density] so that the density of the inner square set in [Standard Value Settings] for the standard value sample print gets closer.
- To set a text density that differs from the most even secure watermark image in the standard value sample print, it is necessary to adjust [Latent String Density] to a density close to the text density.
- If you increase the value for [Latent String Density], the background gets denser, and if you decrease the value, the background gets lighter. When [White Letters on Colored Backgnd] is not selected, if you increase the value for [Latent String Density], the text gets denser, and if you decrease the value, the text gets lighter.



**7. If you changed [Standard Value Settings] and [Latent String Density], repeat steps 3 to 6 to adjust [Relative Contrast Value].**

If you did not change the settings, proceed to step 8.

**8. Press [OK].**

The contents of the settings changed in [Character/Background Contrast Adjustment] are retained until the next time the settings are changed.

# Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

**Remark**

- [Feeder Cleaning] appears only if the optional Feeder (DADF-U1) (standard-equipped for the iR3245N/ iR3235N/iR3225N) is attached.
- It takes approximately 20 seconds to clean the feeder.

**1. Press → [Adjustment/Cleaning] → [Feeder Cleaning].**

**2. Place 10 sheets of blank paper into the feeder → press [Start].**

Make sure that you fan the sheets of paper well.

Use A4 paper (60 to 80 g/m$^2$).

When cleaning is complete, try scanning again.

To cancel feeder cleaning while it is in progress, press [Cancel].

chapter 6

# Security

This category describes setup instructions for the system manager.

# Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/ password is set, restrictions can be placed on storing or changing the System Settings.

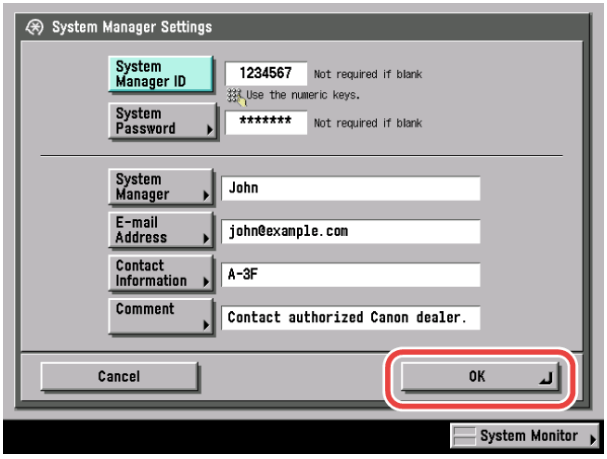
**Remark**

- Attaching the optional Card Reader-C1 erases the System Manager ID and System Password that have been stored.
- Depending on the login service being used, if Department ID Management is set to 'Off' and a System Manager ID or password is not specified, all users of the machine may be considered as the Administrator even without authentication.
- If you are performing user authentication using the SSO-H login service, the System Settings mode is restricted in the following way:
  - Users registered as a general user cannot change the System Settings, regardless of the System Manager ID setting.
  - Users registered as an Administrator can change the System Settings by entering the correct System Manager ID and System Password or registering them in their user data in advance.

- If the optional Card Reader-C1 is attached, the numbers 1 to 1,000 cannot be used for the System Manager ID. Numbers 1 to 1,000 are reserved for control cards by default.
- For instructions on entering characters, see "Basic Operations(p.3-1)."
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.

**1. Press → [System Settings] → [System Manager Settings].**

**2. Specify the desired settings → press [OK].**




[System Manager ID]: Press [System Manager ID] → enter a number (up to seven digits) using 0 - 9 (numeric keys).
You must set a System Manager ID in order to manage the operations of the machine.

[System Password]: Press [System Password] → [Password] → enter a number (up to seven digits) → press [Confirm] → enter same number to confirm the password → press [OK].
You cannot store a System Manager ID or System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
Example: If <02> or <002> is entered, <0000002> is stored.

| | |
|---|---|
| [System Manager]: | Press [System Manager] → enter the System Manager's name → press [OK]. |
| [E-mail Address]: | Press [E-mail Address] → enter the System Manager's e-mail address → press [OK]. |
| [Contact Information]: | Press [Contact Information] → enter the contact information for the System Manager → press [OK]. |
| [Comment]: | Press [Comment] → enter any comment for the System Manager → press [OK]. |

If you make a mistake when entering a number or character, press [C] to clear your entry.

If Asterisks for Entering Access No./Passwords in Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password(p.6-80).")

# Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

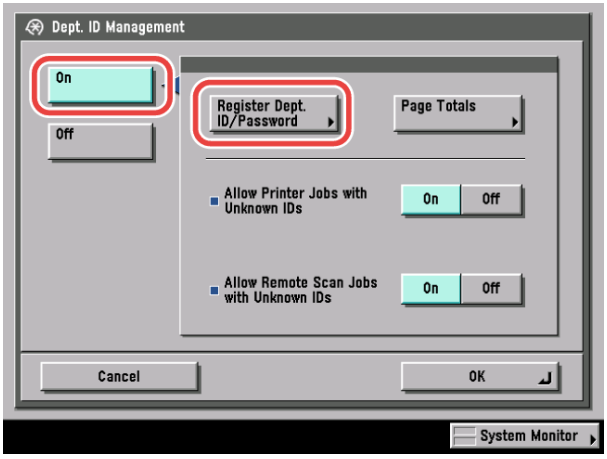
- Turn Department ID Management 'On' or 'Off'.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Set whether to use Department ID Management for the Mail Box, Send, Fax, and Network Scan functions. If the Copy function is specified, it is automatically restricted when Department ID Management is set.
- Set up copy, scan, and print restrictions.

**Remark**

- Optional iW Accounting Manager software is necessary to use the Domain Authentication system of SSO-H (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system) and Department ID Management simultaneously. If iW Accounting Manager is not installed, and SSO-H is set as the login service, make sure that Department ID Management is set to 'Off'. Otherwise, you will not be able to log on.
- If you are using SSO-H and set Department ID Management to 'On', you may not be able to log on. In this case, change the login service to Default Authentication, and then set Department ID Management to 'Off'. For instructions on setting a login service, see the MEAP SMS Administrator Guide.
- If the optional Card Reader-C1 is attached, and Default Authentication is set as the login service, Department ID Management is automatically activated. (See "Optional Equipment(p.4-1).")
- If SSO-H is set as the login service, Department ID Management is performed on the Department ID that shares the same user name and password as the one registered for MEAP User Authentication.
- The user information registered for the Local Device Authentication system of SSO-H, and the registered Department ID and password set for Department ID Management must match. If the registered Department ID and password have been changed because information was updated or changed by the Device Information Delivery Settings mode, make sure that you change/update the user information registered for the Local Device Authentication system of SSO-H accordingly. For instructions on registering SSO-H user information, see the MEAP SMS Administrator Guide.
- If SSO-H is set as the login service, the Limit Functions mode will not be available.
- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- Other than using Department ID Management, this machine enables you to manage user information using SSO-H.

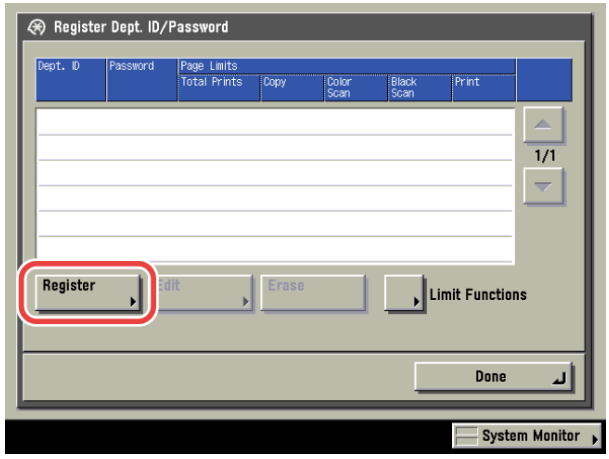
1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [On] → [Register Dept. ID/Password].**

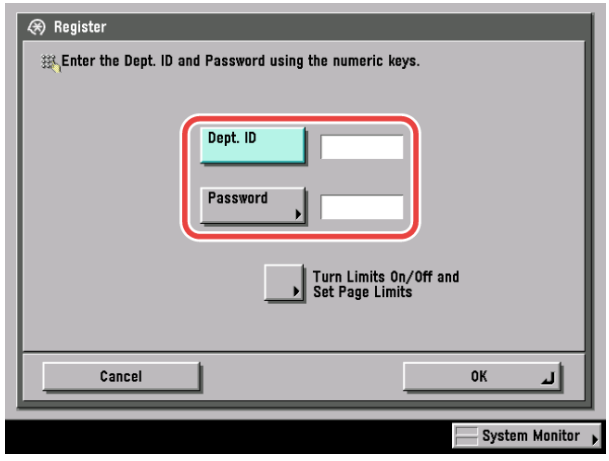



If you do not want to store a Department ID, password, or page limit restriction, proceed to step 10.

3. **Press [Register].**




4. **Use 0 - 9 (numeric keys) to enter the Department ID and password.**




☐ **Press [Dept. ID] → enter the Department ID.**

☐ **Press [Password].**

☐ **Press [Password] → enter the desired password.**

☐ **Press [Confirm] → enter the same number to confirm the password → press [OK].**

You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored. Example: If <02> or <002> is entered, <0000002> is stored.

- If you make a mistake when entering a number, press C to clear the entire number → enter the correct number.
- If you do not want to set a password, you can use the machine by entering only the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password(p.6-80).")

**5. Press [Turn Limits On/Off and Set Page Limits].**

**6. Set the page limits.**

☐ **Press [On] under the desired function(s).**

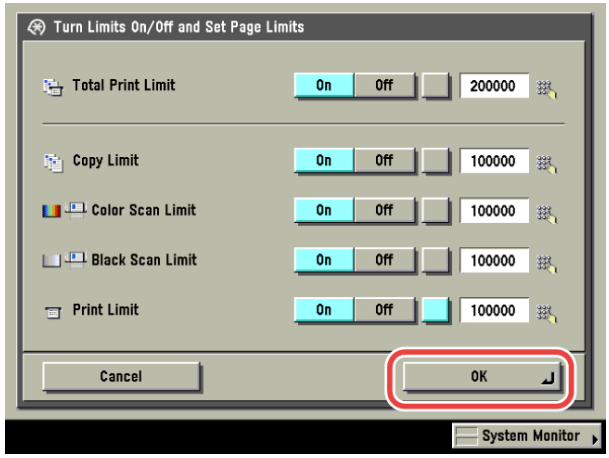
If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

- <Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

☐ **Press [ ☐ ] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using 0 - 9 (numeric keys).**

- The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)
- If you make a mistake when entering a number, press C to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

☐ **Press [OK] → [OK].**




**7. If you would like to limit users to certain functions of the machine, press [Limit Functions].**

**8. Select [On] or [Off] next to the functions (other than the Copy function) you want to limit using Department ID Management → press [OK].**

Details of each item are shown below.

| | |
|---|---|
| [On]: | Department ID Management is set for the selected function(s). |
| [Off]: | Department ID Management is set only for copying and printing operations from computers. |

[Send] appears if the optional Color Universal Send Kit is activated, and the optional Super G3 FAX board is installed, or if only the optional Universal Send Kit is activated. If only the optional Super G3 FAX board is installed, [Fax] appears.

9. **Press [Done].**

10. **Press [OK].**

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

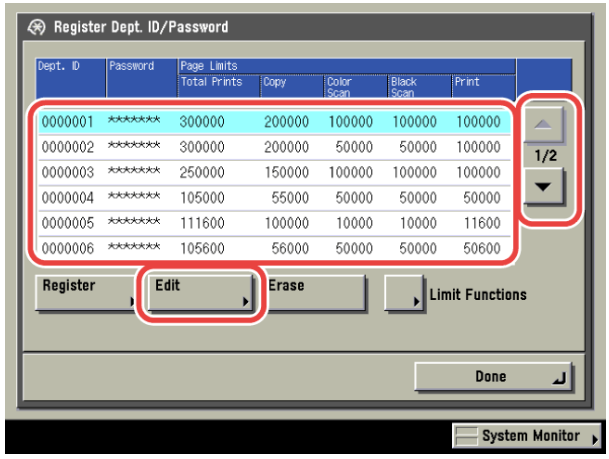
# Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [On] → [Register Dept. ID/Password].**

3. **Press [ ▼ ] or [ ▲ ] to display the department whose password you want to change → select the department → press [Edit].**




Press and hold down [ ▼ ] or [ ▲ ] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4. **Enter the new password (up to seven digits) using 0 - 9 (numeric keys).**

**Press [Password] (p.6-80)**

☐ **Press [Password] → enter the desired password using ⓪ - ⑨ (numeric keys).**

☐ **Press [Confirm] → enter the same number to confirm the password using ⓪ - ⑨ (numeric keys) → press [OK].**

You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
Example: If <02> or <002> is entered, <0000002> is stored.

- If you make a mistake when entering the password, press Ⓒ to clear the password → enter the correct password.
- You cannot change the Department ID.
- If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', passwords you enter are not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password(p.6-80).")

**5. If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].**

**6. Change the page limit restriction, if necessary.**

☐ **Press [On] under the desired function(s).**

☐ **Press [ ☐ ] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).**

☐ **Press [OK] → [OK].**

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

- If you make a mistake when entering a number, press Ⓒ to clear the number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

**7. Press [Done] → [OK].**

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

# Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

**Remark**

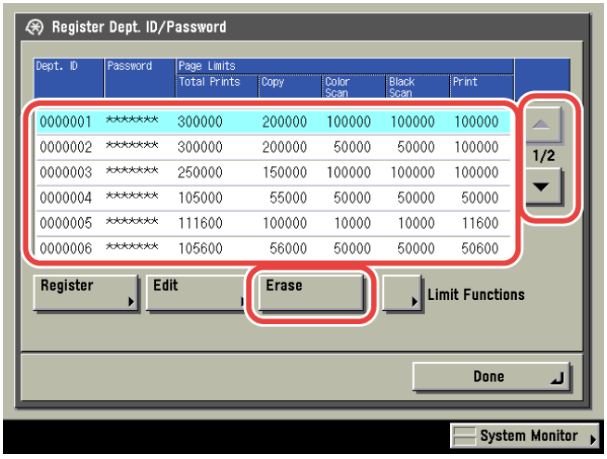
If Department ID Management is activated through the optional Card Reader-C1, you cannot delete the Department ID.



1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [On] → [Register Dept. ID/Password].**

3. **Press [ ▼ ] or [ ▲ ] to display the Department ID that you want to erase → select the Department ID → press [Erase].**




Press and hold down [ ▼ ] or [ ▲ ] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4. **Press [Yes].**

5. **Press [Done] → [OK].**

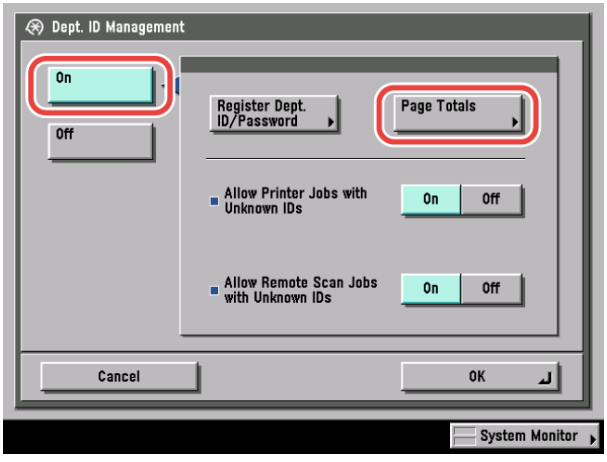
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

# Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.

1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [On] → [Page Totals].**




3. **Check or print the page total count.**

   The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

   The page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from computers that do not correspond with a registered Department ID. These scanned pages from computers are referred to as network scans with unknown IDs.

- If you only want to check the counter information:
- If you want to print the displayed list:

## If you only want to check the counter information:

### ☐ Press [ ▼ ] or [ ▲ ] to display the desired Department ID → view the desired page totals.

Press and hold down [ ▼ ] or [ ▲ ] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.



## If you want to print the displayed list:

### ☐ Press [Print List].

### ☐ Press [Yes].

To cancel printing, press [Cancel].

To close the screen that is displayed while the machine is printing the Page Count List, press [Done].

The counter information can be printed only if A3, A4, or A4R (plain, recycled, or colour paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")

### 4. Press [Done] → [OK].

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

# Clearing Page Totals

You can clear the page totals for all departments or for specific departments.

1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [On] → [Page Totals].**

   If necessary, see the screen shot is step 2 of "Checking and Printing Counter Information(p.6-17)."

3. **Press [Clear All Totals].**

   To clear one page total at a time by department, press [ ▼ ] or [ ▲ ] to display the desired department → select the department → press [Clear].

4. **Press [Yes].**

5. **Press [Done] → [OK].**

   If you selected [On] in step 2, pressing [OK] activates Department ID Management.

# Accepting Print and Scan Jobs with Unknown IDs

You can specify whether to accept or reject print and network scan jobs from computers that do not correspond with a registered Department ID.

**Remark**

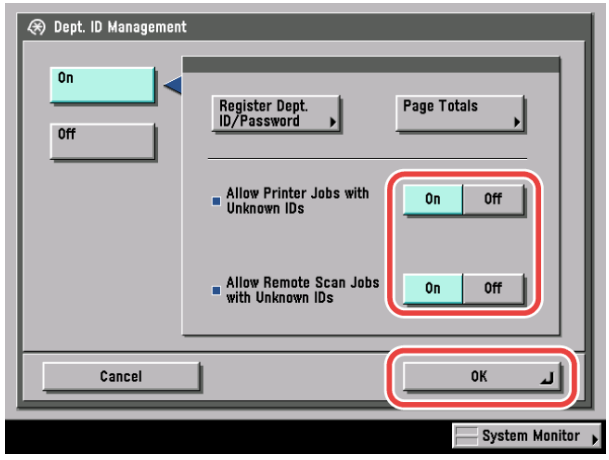
<Allow Printer Jobs with Unknown IDs> is displayed only if the optional UFR II/PCL Printer Kit (standard-equipped for the iR3245N/iR3235N/ iR3225N) or PS Printer Kit is activated.



1. **Press → [System Settings] → [Dept. ID Management].**

2. **Press [On].**

3. **Select [On] or [Off] → press [OK].**



Allow Printer Jobs with Unknown IDs

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID

Allow Remote Scan Jobs with Unknown IDs

[On]: The machine accepts network scan jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept network scan jobs from computers that do not correspond with a registered Department ID.

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

# Remote UI

You can set whether to enable the Remote UI (User Interface) to operate the machine and change settings.

**Remark**

For more information on the Remote UI, see the Remote UI Guide.



1. **Press → [System Settings] → [Remote UI].**

2. **Select [On] or [Off].**

Details of each item are shown below.

| | |
|---|---|
| [On]: | Settings can be specified and the machine can be operated through the Remote UI. |
| [Off]: | Settings cannot be specified and the machine cannot be operated through the Remote UI. |

- If you select [On]:
- If you select [Off]:

## If you select [On]:

☐ **Select [On] or [Off] for <Use SSL> → press [OK].**

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● **If you select [Off]:**

☐ **Press [OK].**

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See the Network Guide.)
- The Remote UI is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine(p.1-1)."
- Any changes made to <Use SSL> are also applied to <Use SSL> in <Use HTTP> in MEAP Settings in System Settings (from the Additional Functions screen).

# Device Information Settings

Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

**Remark**

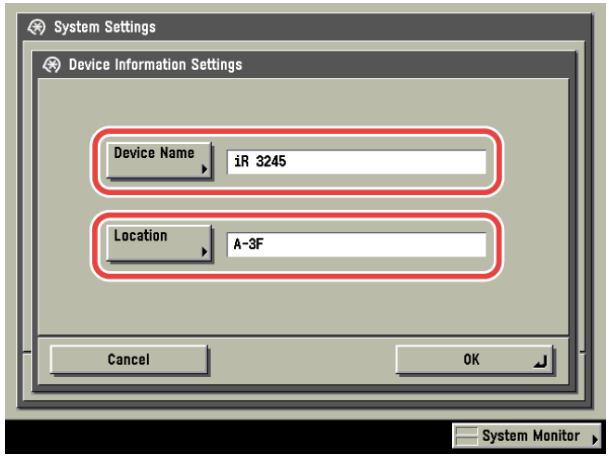
For more information on the Remote UI, see the Remote UI Guide.



1. **Press → [System Settings] → [Device Information Settings].**

2. **Enter the name and location of the machine.**

- ☐ **Press [Device Name] → enter the name of the machine → press [OK].**
- ☐ **Press [Location] → enter the place where the machine is located → press [OK].**
- ☐ **Press [OK].**



For instructions on entering characters, see "Basic Operations(p.3-1),"

# Clearing the Message Board

The Message Board is a function used by the System Manager to display messages for users on the touch panel display. Message board settings are made from the Remote UI, but can be cleared from the main unit.

**Remark**

For instructions on creating messages using the Remote UI, see the Remote UI Guide.



1. **Press → [System Settings] → [Clear Message Board].**

2. **Press [Yes].**

# Auto Online/Offline

To use the optional Network Scan function, the machine must be connected to a network, and must be separately switched online to the network. This section explains how to switch the machine online and offline to use the Network Scan function.

**Remark**

- [Auto Online/Offline] is displayed only if the UFR II/PCL Printer Kit (standard-equipped for the iR3245N/ iR3235N/iR3225N) or PS Printer Kit is activated.
- For more information on the Network Scan function, see the Network ScanGear Guide.

## Auto Online

If Auto Online is set to 'On', the machine automatically goes online when you press [Scan] on the Basic Features screen.

1. **Press → [System Settings] → [Auto Online/Offline] → [Auto Online].**

2. **Select [On] or [Off] → press [OK].**

# Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy or Mail Box function. By setting Auto Offline to 'On', the machine automatically goes offline when the Auto Clear mode initiates.

1. **Press → [System Settings] → [Auto Online/Offline] → [Auto Offline].**

2. **Select [On] or [Off] → press [OK].**

   If Auto Offline is set to 'On', the machine automatically goes offline once the Auto Clear mode initiates. If the Auto Clear mode is not set (the Auto Clear Time is set to '0'), the machine automatically goes offline after approximately two minutes. (See "Additional Functions(p.5-1).")

## Current Date and Time

Setting the current date and time is very important. The current date and time settings are used as standard timer settings for functions that require them.

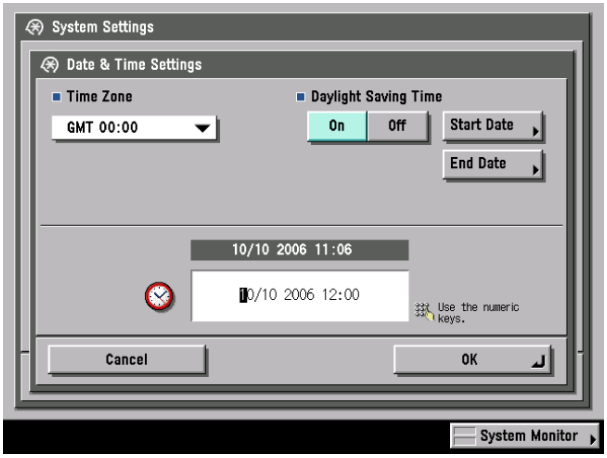
- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (up to 12 hours) from GMT (0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

**Remark**

You can also specify to automatically synchronize the date and time with a server on the network from the Additional Functions screen. (See the Network Guide.)

1. **Press → [System Settings] → [Date & Time Settings].**

2. **Enter the current date (day, month, year) and time using 0 - 9 (numeric keys).**




Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples:

6 May →0605

7:05 a.m. →0705

11:18 p.m. →2318

If you make a mistake when entering values, press → enter the values again, starting with the month.

- If you are setting the Time Zone:
- If you are setting Daylight Saving Time:

## If you are setting the Time Zone:

☐ **Press the Time Zone drop-down list → select the time zone in which the machine is located.**

**If you are setting Daylight Saving Time:**

- ☐ **Press [On] → [Start Date].**
- ☐ **Select the month and day from the Month and Day drop-down lists, respectively.**
- ☐ **Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].**
- ☐ **Press [End Date] → select the month, day, and time at which Daylight Saving Time ends → press [OK].**

If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.

3. **Press [OK].**

# License Registration

You must register a license key to enable optional modes and functions.

Each optional mode and function requires their own license key to be registered. There is no limit to the number of license keys that can be registered in the machine.

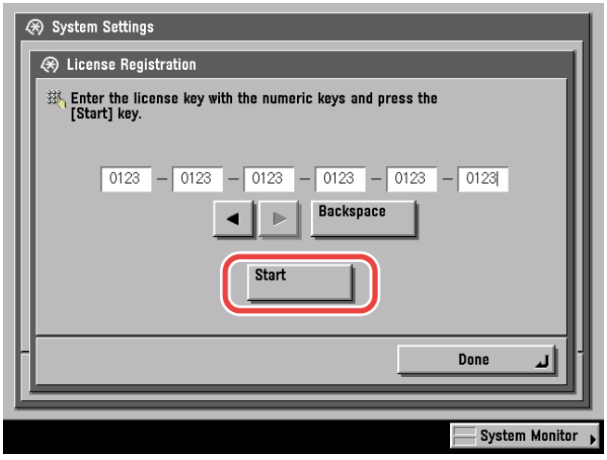
**Remark**

- Some optional modes and functions require optional equipment to be installed in addition to obtaining and registering a license key. For more information, see "Optional Equipment(p.4-1)."
- A license key can be obtained via a Web browser to access the license management system. Access the system by entering the following URL: http://www.canon.com/lms/license/. For more information on obtaining the license key, see the License Access Number Certificate and the License Registration Booklet included with the various optional kits.



1. **Press → [System Settings] → [License Registration].**

2. **Enter the license key using 0 - 9 (numeric keys) → press [Start].**

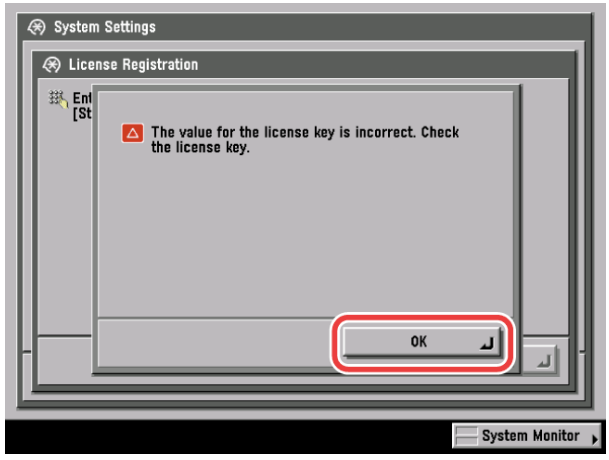

System Settings
License Registration
Enter the license key with the numeric keys and press the [Start] key.
0123 – 0123 – 0123 – 0123 – 0123 – 0123
Backspace
Start
Done
System Monitor

Details of each item are shown below.

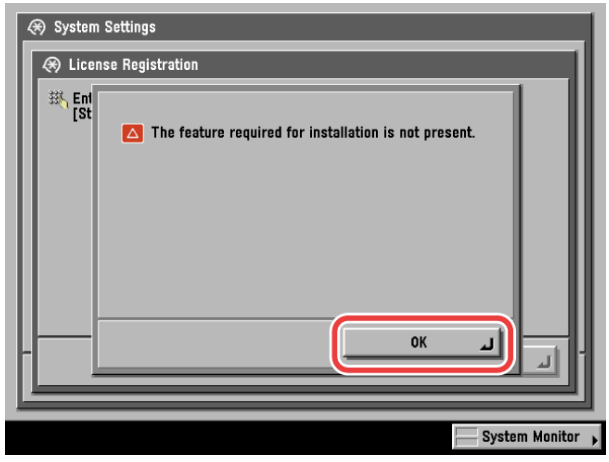
[◀][▶]: Press to move the cursor to the desired position.

[Backspace]: Press to delete the last number entered.

If the following screen is displayed, → press [OK] enter the correct license key.




If the following screen is displayed, the required optional equipment needed for license registration has not been installed. Press [OK] → install the required optional equipment or make sure that the required optional equipment is installed properly → try registering the license key again.



3. **Press [OK].**

# Setting System Monitor Screen Restrictions

You can set restrictions relating to the System Monitor screen.

# Restricting Access to the System Monitor Screen

If you are using a login service, you can restrict access to the System Monitor screen.

1. **Press → [System Settings] → [System Monitor Screen Restriction] → [Display Status Before Authentication].**

2. **Select [On] or [Off] → press [OK].**

   If the Display Status Before Authentication mode is set to 'Off':

   ✓ : Displayed -: Not Displayed

| Department ID Management or Log In Service, such as SSO-H | The System Monitor Screen | |
|---|---|---|
| | Print, Copy, Send, Fax, and Receive Status Screens | Device Status Screen |
| Before Logging In | - | ✓ |
| After Logging In | ✓ | ✓ |

Even if you set the Display Status Before Authentication mode to 'Off', access to the System Monitor screen is only restricted if a login service is set.

## Setting to Allow Secured Printing from the System Monitor Screen

You can set whether to allow secured printing from the System Monitor screen.

1. **Press → [System Settings] → [System Monitor Screen Restriction] → [Allow Secured Print from Print Status Screen].**

2. **Select [On] or [Off] → press [OK].**

# Setting to Display Job Logs from the System Monitor Screen

You can set whether to display job logs from the System Monitor screen.

1. **Press → [System Settings] → [System Monitor Screen Restriction] → [Job Log Display].**

2. **Select [On] or [Off].**

   Details of each item are shown below.

   [On]: Job logs are displayed.

   [Off]: Job logs are not displayed.

   If [Off] is selected, the following items are not displayed/cannot be selected.

   - On the System Monitor screen: [Details] and [Print List] on the Receive screen [Log] on the Copy, Send, Fax, and Print screens

   - On the Print Job screen: [Log]

- If you select [On]:
- If you select [Off]:

## If you select [On]:

☐ **Press [OK].**

**If you select [Off]:**

☐ **Select [Permit] or [Do Not Allow] for <Obtain Job Log From Management Software> → press [OK].**

Obtain Job Log From Management Software

| | |
|---|---|
| [Permit]: | Permits collection of job logs using management software. |
| [Do Not Allow]: | Does not permit collection of job logs using management software. |

# MEAP Settings

You can print information about installed MEAP applications.

# Use HTTP Server

Set Use HTTP to 'On' to access this machine from a Web browser, and utilize the installed MEAP applications.

**Remark**

- To manage user information for the Local Device Authentication system of SSO-H, set USE HTTP to 'On'.
- To change the SSO-H user authentication system to Domain Authentication, Domain Authentication +Local Device Authentication, or Local Device Authentication, set USE HTTP to 'On'.
- To use the Remote UI, set USE HTTP to 'On'.
- Set Use HTTP to 'On' if HTTP is required for MEAP functions and MEAP applications. To use HTTP for functions other than MEAP (e.g., the Remote UI), set Use HTTP in Network Settings (from the Additional Functions screen) to 'On'. (See the Network Guide.)
- If you set Use HTTP in System Settings (from the Additional Functions screen) to 'On', the port number for MEAP functions and MEAP applications is automatically set to '8000'.



1. **Press → [System Settings] → [MEAP Settings] → [Use HTTP].**

2. **Select [On] or [Off].**

   Details of each item are shown below.

   [On]: An HTTP server is used.

   [Off]: An HTTP server is not used.

- If you select [On]:
- If you select [Off]:

## If you select [On]:

**☐ Select [On] or [Off] for <Use SSL> → press [OK].**

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

## If you select [Off]:

**☐ Press [OK].**

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See the Network Guide.)
- The Use HTTP mode is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine(p.1-1)."
- Any changes made to <Use SSL> are also applied to <Use SSL> in Remote UI in System Settings (from the Additional Functions screen).

# Printing Installed Application Information

You can print the MEAP application information, as well as certain system application information.

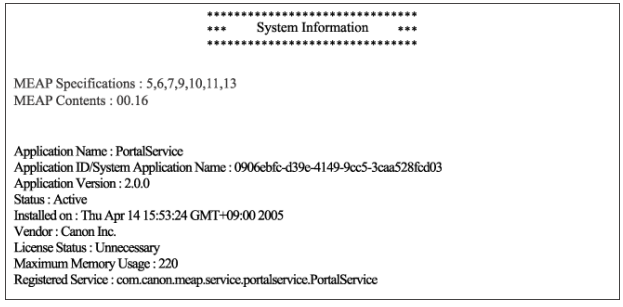
**Remark**

The information is printed as a report.



1. **Press → [System Settings] → [MEAP Settings] → [Print System Information].**

2. **Press [Yes].**



```
**********
***  System Information  ***
**********

MEAP Specifications : 5,6,7,9,10,11,13
MEAP Contents : 00.16

Application Name : PortalService
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3caa528fcd03
Application Version : 2.0.0
Status : Active
Installed on : Thu Apr 14 15:53:24 GMT+09:00 2005
Vendor : Canon Inc.
License Status : Unnecessary
Maximum Memory Usage : 220
Registered Service : com.canon.meap.service.portalservice.PortalService
```

Items printed for each application are as follows:

| | |
|---|---|
| MEAP Specifications: | Prints information regarding the MEAP function. |
| MEAP Contents: | Prints the MEAP version. |
| Application Name: | Prints the name of the application. |
| Application ID/ System | Prints the system application's file name or the Application ID |

| | |
|---|---|
| Application Name: | of a standard application. |
| Application Version: | Prints the application's version number. |
| Status: | Prints the status of the application. |
| - Installed: | The application has been installed successfully. |
| - Active: | The application is running. |
| - Stopped: | The application is idle. |
| Installed on: | Prints the date and time the application was installed. |
| Vendor: | Prints the name of the application vendor. |
| License Status: | Prints the license status. |
| - Installed: | An effective license has been installed. |
| - Invalid: | The license is invalid. |
| - Overlimit: | The installed license has exceeded its user limit. |
| - Unnecessary: | You do not need a license to run the application. |
| License Expires After: | Prints the expiration date of the license. If License Status shows "Unnecessary" as its value, the expiration date is not printed. |
| License Upper Limit: | Prints the upper license limit for each counter. If License Status shows "Unnecessary" as its value, the upper license limit is not printed. |

| | |
|---|---|
| Counter Value: | Prints the current value for each counter. If License Status shows "Unnecessary" as its value, the current counter value is not printed. |
| Maximum Memory Usage: | Prints the maximum amount of memory that can be used by each application. The Maximum Memory Usage number is printed in kilobytes (KB). |
| Registered Service: | Prints the service registered on the MEAP framework from the application. The Registered Service is printed only if there is data that corresponds to it. |



- The printed items are subject to change, as we are constantly improving our products.
- In the sample printout, an application called "PortalService" is installed on the machine. This application can be installed using the MEAP Administration Software CD-ROM.

# Copy Set Numbering Options

You can specify the detailed settings of the Copy Set Numbering mode for both the Copying and Mail Box functions. For instructions on using the Copy Set Numbering mode, see the Copying and Mail Box Guide.

1. **Press → [System Settings] → [Copy Set Numbering Option Settings].**

2. **Select [On] or [Off] for <Copy Set Num. Op>.**

   Details of each item are shown below.

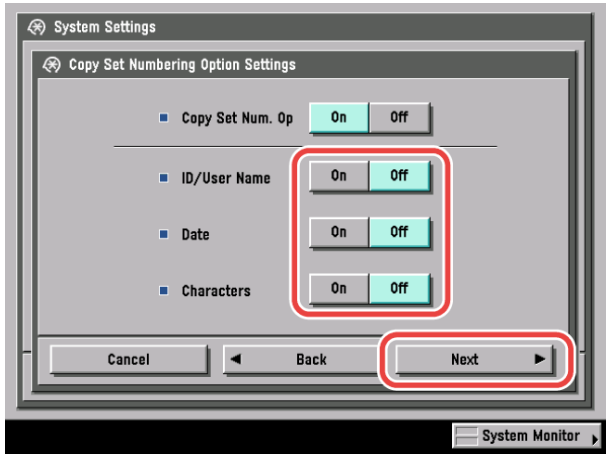
   | | |
   |---|---|
   | [On]: | Full Surface] and [Numbers in 5 Locations] are grayed out, and cannot be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 10.5 point, [Medium]: 12 point, [Large]: 14 point |
   | [Off]: | [Full Surface] and [Numbers in 5 Locations] can be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 12 point, [Medium]: 24 point, [Large]: 36 point |

- If you select [On]:

- If you select [Off]:

## If you select [On]:

### Select [On] or [Off] for each of the items → press [Next].




ID/User Name

| | |
|---|---|
| [On]: | The Department ID is printed. If you are using a login service other than Department ID Management, the user name is printed instead. |
| [Off]: | Only the user name is printed. |

Date

| | |
|---|---|
| [On]: | The date is printed. |
| [Off]: | The date is not printed. |

Characters

| | |
|---|---|
| [On]: | User-defined text is printed. |
| [Off]: | User-defined text is not printed. |

☐ **If you select [On] for <Date>, select the date format → press [Next].**

If you select [Off] for <Date>, proceed to the next step.

☐ **If you select [On] for <Characters>, press [Enter] → enter the text to print → press [OK] → [Next].**

If you select [Off] for <Characters>, proceed to the next step.

If you have registered characters in Register Characters for Page No./Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

☐ **Select the way you would like to align the selected or entered characters on the page → press [OK].**



● **If you select [Off]:**

☐ **Press [OK].**

# Displaying the Current Department ID/User Name

If you are using a login service, you can display the Department ID or user name which is currently being used to log on to the machine in the Job/Print Status Display Area.

The item displayed for each login service is shown below:

| Login Service | | Item Displayed |
|---|---|---|
| Default Authentication | | Department ID |
| SSO-H (Single Sign-On H) | If you logged on to the domain to which the machine belongs: | User Name |
| | If you logged on to a domain to which the machine does not belong: | User Name |
| | If you logged on using the Local Device Authentication system: | User Name |



**1. Press → [System Settings] → [Display ID/User Name].**

**2. Select [On] or [Off] → press [OK].**

If you set Display ID/User Name to 'On', and you are not using a login service, the Department ID/user name is not displayed.

# USB Settings

This mode enables you to specify the USB settings.

**Remark**

Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine(p.1-1)."

## Using a USB Device

Set Use USB Device to 'On' to connect a computer to the machine via the USB port.

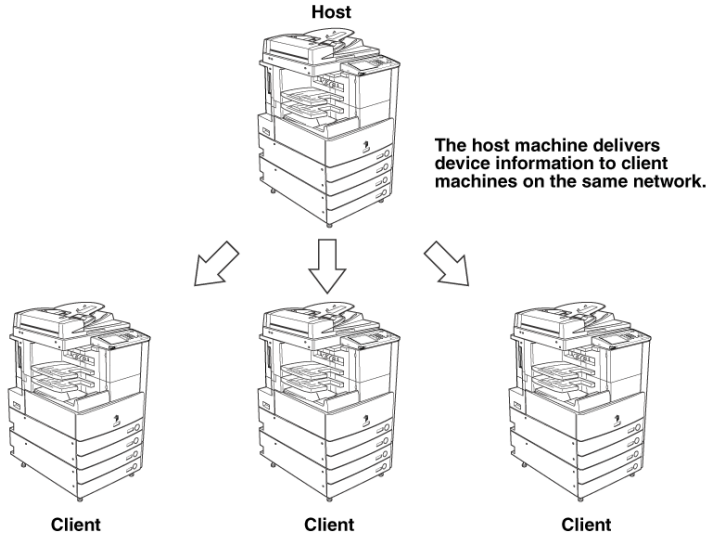
1. **Press → [System Settings] → [USB Settings] → [Use USB Device].**

2. **Select [On] or [Off] → press [OK].**

# Specifying Device Information Delivery Settings

Registering device information in your machine enables you to set the machine to deliver the same device information to other machines that are connected to the same network. This enables you to easily manage multiple machines at the same time.

Your machine is capable of both sending and receiving device information, which can be delivered manually and automatically.




The following device information can be delivered:

| Delivered Information | Contents | Notes |
|---|---|---|
| Address Book | The Address Book, forwarding settings, and favorites buttons | • All of the currently stored destinations are deleted, and then the destinations that are delivered are registered.<br>• Sending and receiving of the Address Book is available only if the Color Universal Send Kit is activated or the optional Super G3 FAX board is attached. |

| | | |
|---|---|---|
| Department ID | System Manager and Department ID Management settings | • Only Department IDs existing in the client machines are deleted.<br>• If an identical Department ID exists in the client machine, its password and set counter limits are overwritten. Counter values, however, are not overwritten.<br>• If a Department ID exists in the host machine, but not in the client machine, the Department ID,password, and set counter limits from the host machine are added to the client machine. Counter values are also added and reset.<br>• If the optional Card Reader-C1 is attached to the host machine and is not attached to the client machine, or vice versa, only System Manager Settings are delivered. |
| Printer Settings | Printer Settings | • Some Additional Functions settings are not delivered. For more information, see the PS/PCL/UFR II Printer Guide. |
| Additional Functions Settings Value | Settings made from the Additional Functions screen(excluding the above settings) | • Some Additional Functions settings are not delivered. For more information, see "Additional Functions(p.5-1)."<br>• Information for inboxes set with a password is not delivered. Information for inboxes set with a password in the client machine is not overwritten.<br>• If you do not deliver Additional Functions settings and the Address Book at the same time, the settings in URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased. |
| Paper Information | Importing and exporting of the Paper Type Management Settings | • The user-defined paper types that are already stored are delivered. Upon exporting, the user-defined paper information is duplicated and delivered. Upon importing, the user-defined paper types that are already stored are overwritten by the paper information. |

**Remark**

Preparing for delivery and updating the information after it is received may take several minutes. Do not turn the main power OFF until these operations are complete. Doing so may result in loss of data or damage to the data.

Device information can be shared between machines of the same model (iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N), and which have the Device Information Delivery Settings mode. However, some information may not be delivered correctly depending on the optional equipment that is attached to the machines.

If [Restrictions for Receiving Device Info.] under <Receiving Settings> is set to 'Off' in System Settings (from the Additional Functions screen), device information can be delivered from different machine models; however, some information may not be delivered correctly. (See "Restricting the Reception of Device Information(p.6-69).")

Device information cannot be delivered if the System Manager ID and System Password registered in the client machine differs from the System Manager ID and System Password registered in the host machine.

Unique machine information, such as the IP address, is not delivered.

The machine can deliver device information to devices using IPv4 or devices using IPv6.

# Registering/Deleting/Printing Delivery Destinations

You can register, confirm, and delete delivery destinations.

**Remark**

- The maximum number of destinations you can register is 100.

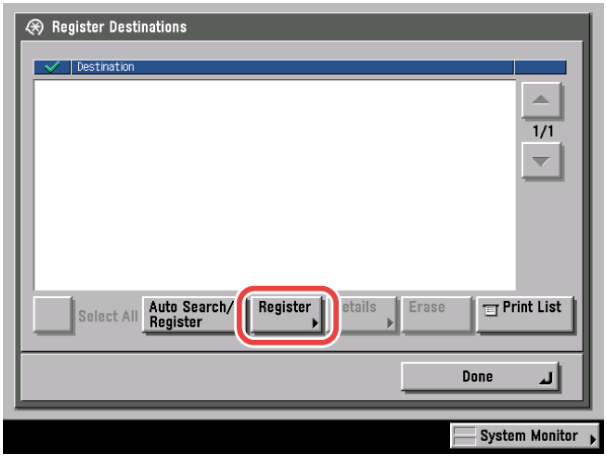
1. **Press → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2. **Register a destination.**

- To manually register a destination:
- To automatically search for destinations:

## To manually register a destination:

☐ **Press [Register].**



**☐ Enter the IP address of the destination or FQDN (Fully Qualified Domain Name) (i.e., starfish.organization.company.com) → press [OK].**

For instructions on entering characters, see "Basic Operations(p.3-1)."

If any of the following is true for the destination machine, a message <Could not retrieve information for the device to register. Register as a destination?> is displayed. If you press [Yes], <Deliverable Settings> on the Details screen will be blank.

- The main power is turned OFF
- The destination machine is not connected to the network
- A default key is not set
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'



## To automatically search for destinations:

**☐ Press [Auto Search/Register].**

**☐ Press [Auto Search Start].**

To display the search results as host names, press [Display Host Name].

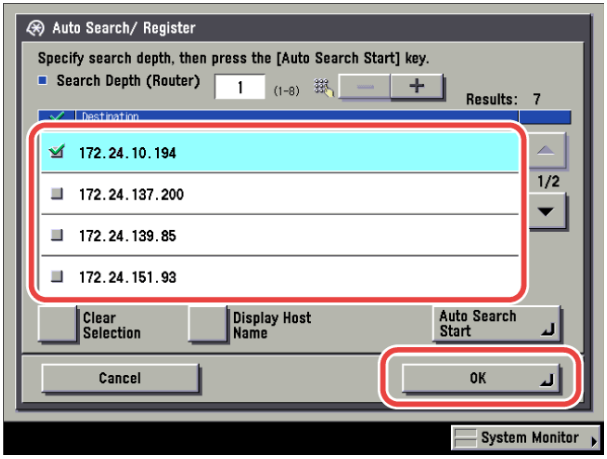
Press [-] or [+] to set the search depth (how many routers to search).

Since searching uses SLP (Service Location Protocol), machines behind a router will not be detected if the router is set to restrict passing with the SLP protocol.

If any of the following is true for the destination machine, you cannot search the destination.

- The main power is turned OFF
- The destination machine is not connected to the network
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

☐ **Select the destination → press [OK].**




To select all of the destinations, press [Select All]. However, if a destination is selected, this key changes to [Clear Selection].

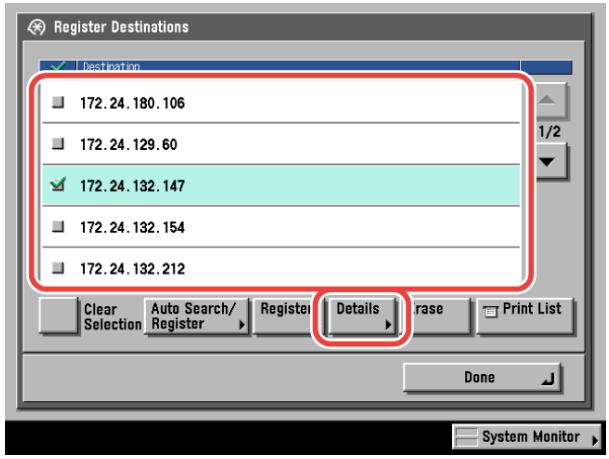
You can cancel a selection by selecting the destination again.

To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

**3. Press [Done].**

1. **Press → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2. **Select the destination whose settings you want to confirm → press [Details].**




3. **Confirm the settings → press [OK].**

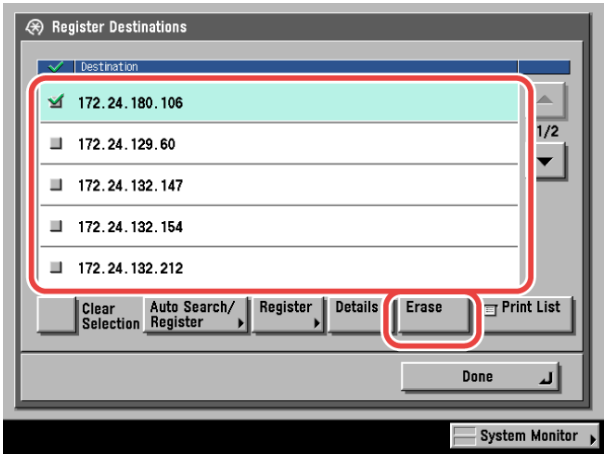
If you have changed the destination machine's settings in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings, press [Get Information] to update the destination machine's information.

If any of the following is true for the destination machine whose settings you want to confirm, <Deliverable Settings> on the Details screen will be blank.

- The main power is turned OFF
- The destination machine is not connected to the network
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

1. **Press → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2. **Select the destination that you want to erase → press [Erase].**




To select all destinations, press [Select All]. However, if a destination is selected, this key changes to [Clear Selection].

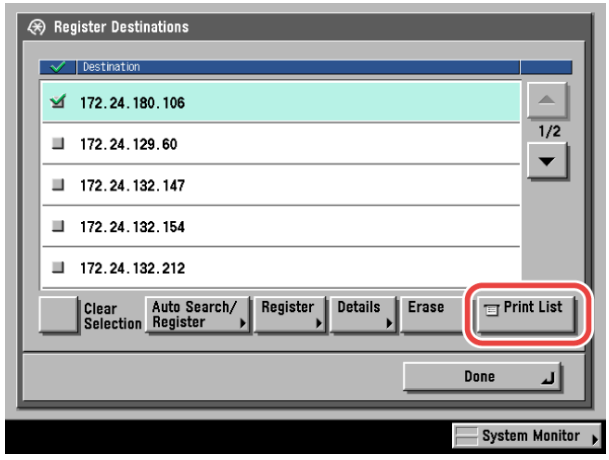
You can cancel a selection by selecting the destination again.

To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3. **Press [Yes].**

1. **Press → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2. **Press [Print List].**




The delivery destination list can be printed only if A3, A4, or A4R (plain, recycled, or colour paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")

3. **Press [Yes].**

# Setting Automatic Delivery

You can set to automatically deliver device information at a specified time. You can also select which information to deliver.

**Remark**

- When delivering device information, the following machines will not update their information:
  - Machines which are processing a send job
  - Machines importing or exporting data via the Remote UI
  - Machines which are executing functions from the Additional Functions screen
- In addition to the above, machines which are having their address books accessed or are sending a job will not update their address books, and machines performing a print job will not update their Printer Settings.
- Machines which could not receive device information because of a power failure or network trouble, will not receive updated information until the first automatic update after the machine recovers.
- Device information is not delivered if the machine goes into the Shutdown mode, even if an automatic delivery time is set.



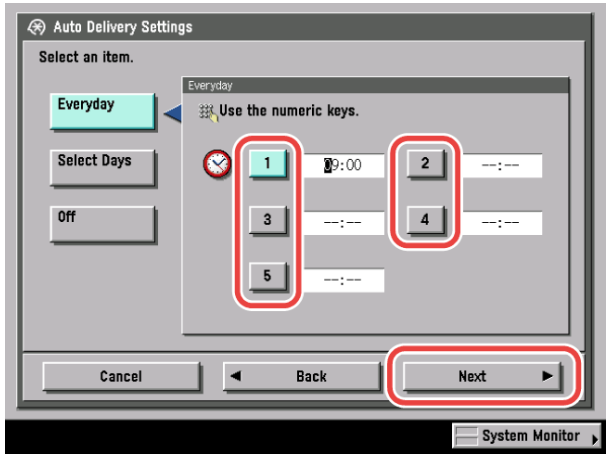
**1. Press → [System Settings] → [Device Information Delivery Settings] → [Auto Delivery Settings] under <Transmitting Settings>.**

**2. Select [Everyday], [Select Days], or [Off].**

- If you select [Everyday]:
- If you select [Select Days]:
- If you select [Off]:

**If you select [Everyday]:**

☐ **Select a number ([1] to [5]) → enter the start time using ⓪ - ⑨ (numeric keys) → press [Next].**




You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. →0705

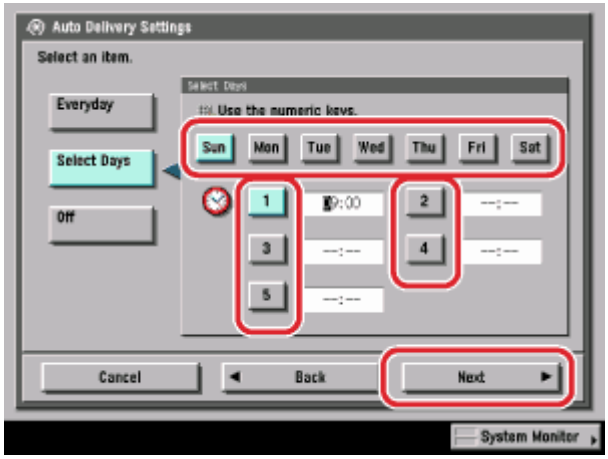
11:18 p.m. →2318

If you make a mistake when entering the time, press Ⓒ to clear your entry → enter another four digit number.

● **If you select [Select Days]:**

☐ **Select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]).**

☐ **Enter the start time using ⓪ - ⑨ (numeric keys) → press [Next].**




You can store up to five different start times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. →0705

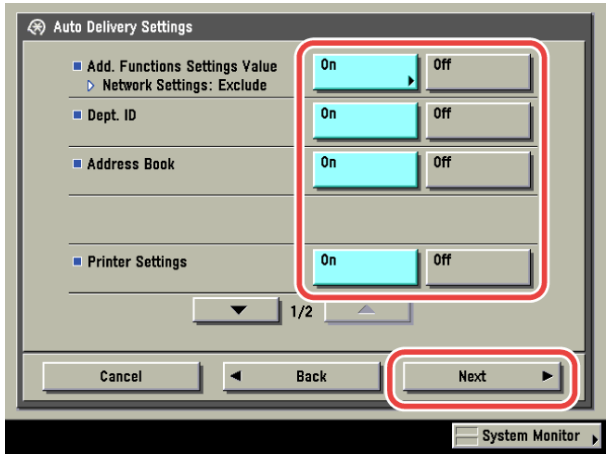
11:18 p.m. →2318

If you make a mistake when entering the time, press Ⓒ to clear your entry → enter another four digit number.

● **If you select [Off]:**

☐ **Press [OK].**

3. **Select which device information you want to deliver → press [Next].**




Details of each item are shown below.

[On]: The machine will deliver the selected device information.

[Off]: The machine will not deliver the selected device information.

<Network Settings>:

Available when [On] is selected for <Add. Functions Settings Value>. Select [Include] to deliver the network settings, or [Exclude] to not deliver the network settings → press [Done].

4. **Select the destinations → press [OK].**

# Setting Manual Delivery

You can set to manually deliver device information.

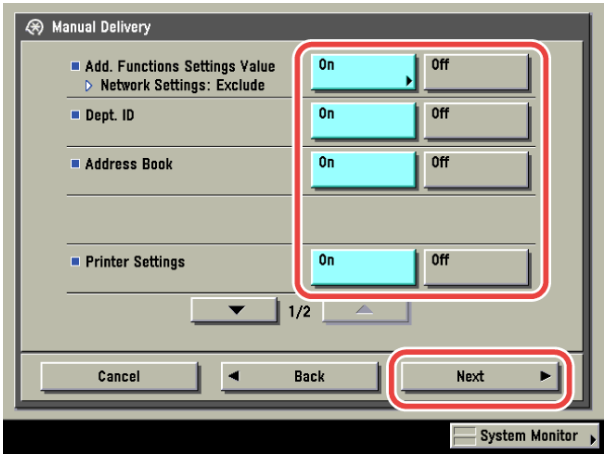
**Remark**

- When delivering device information, the following machines will not update their information:
  - Machines which are processing a send job
  - Machines importing or exporting data via the Remote UI
  - Machines which are executing functions from the Additional Functions screen
  - Machines which are having their address books accessed
- In addition to the above, machines which are having their address books accessed or are sending a job will not update their address books, and machines performing a print job will not update their Printer Settings.



1. **Press → [System Settings] → [Device Information Delivery Settings] → [Manual Delivery] under <Transmitting Settings>.**

2. **Select which device information you want to deliver → press [Next].**



Details of each item are shown below.

| | |
|---|---|
| [On]: | The machine delivers the selected device information. |
| [Off]: | The machine does not deliver the selected device information. |

<Network Settings>:

Available when [On] is selected for <Add. Functions Settings Value>. Select [Include] to deliver the network settings, or [Exclude] to not deliver the network settings → press [Done].



**3. Select the destinations → press [Manual delivery Start].**

Even if you press [Cancel] on the delivery in progress screen, delivery will not be cancelled for machines to which information has already been delivered. Delivery to the next selected machine will be cancelled.

**4. When delivery is complete, confirm the delivery results displayed in the <Status> column on the Manual Delivery screen.**

# Restricting the Reception of Device Information

You can set whether to receive delivered device information from other model machines, besides the iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N, which have the Device Information Delivery Settings mode.

1. **Press → [System Settings] → [Device Information Delivery Settings] → [Restrictions for Receiving Device Info.] under <Receiving Settings>.**

2. **Select [On] or [Off] → press [OK].**

Details of each item are shown below.

| | |
|---|---|
| [On]: | Device information can only be delivered from other iR3245/iR3245N/iR3235/ iR3235N/iR3225/iR3225N machines with the Device Information Delivery Settings mode. |
| [Off]: | Device information can be delivered from different machine models. |

# Restoring Device Information

You can restore device information to what it was before it was updated. This is useful when you have accidentally updated the device information.

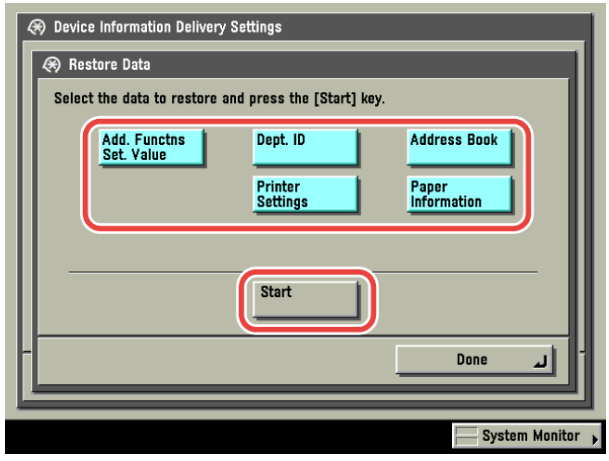
**Remark**

You can return device information only to what it was at the time of the very last update.



1. **Press → [System Settings] → [Device Information Delivery Settings] → [Restore Data] under <Receiving Settings>.**

2. **Select the information to restore → press [Start].**




If you do not restore the Additional Functions settings and the Address Book at the same time, the URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.

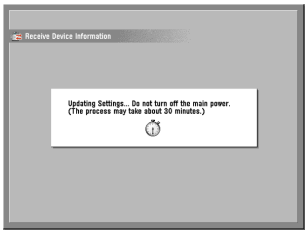
3. **Press [Yes].**

# Restricting the Type of Information That Is Updated

You can restrict the type of device information that is received and updated.

**Remark**

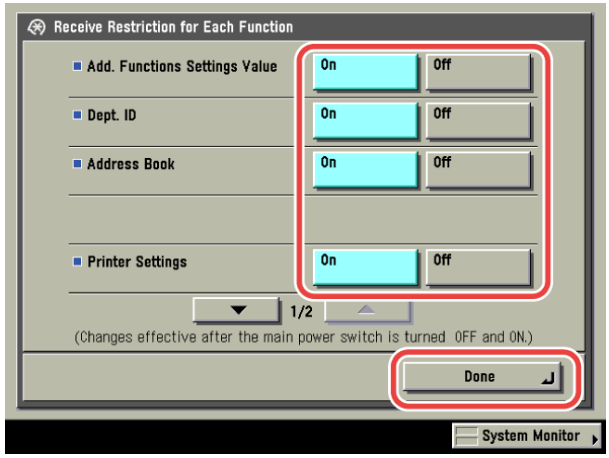
While receiving and updating device information, the screen indicating that the settings are being updated is displayed. Operations on this machine cannot be performed until the update completes.






1. **Press → [System Settings] → [Device Information Delivery Settings] → [Receive Restriction for Each Function] under <Receiving Settings>.**

2. **Select [On] or [Off] next to the functions you want to restrict → press [Done].**




Details of each item are shown below.

[On]: The machine is restricted, and does not update the selected device information.

[Off]: The machine is not restricted, and updates the device information.

Before setting <Add. Functions Settings Value>, <Dept. ID>, or <Address Book> to 'Off', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See the Network Guide.)

Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine(p.1-1)."

# Checking/Printing the Communication Log

You can check and print the following information on the Communication log: Start time, destination address, delivery result, end time, data content, and end code.

# Checking the Communication Log

1. **Press → [System Settings] → [Device Information Delivery Settings] → [Communication Log].**

2. **Check the communication logs → press [Done].**

   To view the detailed information of a communication log, select the log → press [Details].

# Printing the Communication Log

1. **Press → [System Settings] → [Device Information Delivery Settings] → [Communication Log].**

2. **Press [Print List].**

   If you want to print the list automatically at a specified time, press [Report Settings].

- If you select [Report Settings]:

## If you select [Report Settings]:

☐ **Specify the desired print settings → press [OK].**

Auto Print

[On]: The communication log is automatically printed when the number of send and receive transmissions reaches 100.

[Off]: The communication log is not printed automatically.

Daily Activity Report Time

If you select [On], enter the time using 0 - 9 (numeric keys).

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

7:05 a.m. →0705

11:18 p.m. →2318

If you make a mistake when entering the time, press © to clear your entry → enter another four digit number.

If the number of send and receive transmissions exceed 100 before the specified Auto Print time is reached, a communication log of the most recent 100 transmissions is printed.

[Separate Report Type]:

If you want to print the delivery and receive logs separately, press [Separate Report Type].

The communication log can be printed only if A3, A4, or A4R (plain, recycled, or colour paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Additional Functions(p.5-1).")



**3. Press [Yes].**

# Initializing All Data/Settings

This mode enables you to erase the following data stored in the machine. It is not normally necessary to use this mode, but it is useful to erase personal or confidential information when returning or disposing of the machine.

- Data stored in inboxes
- Address data stored in the Address Book
- Scan settings registered for the Sending function
- Mode Memory settings registered for the Copy or Mail Box function
- MEAP applications and license files
- Data saved from MEAP applications
- The password for the SMS (Service Management Service) login service of MEAP
  (If you changed the password, it returns to the default password.)
- User authentication information registered in the Local Device Authentication system of SSO-H (Single Sign-On H)
- Unsent documents (reserved documents and documents set with the Delayed Send mode)
- Job history
- Additional Functions settings
- Forms registered for the Image Composition mode
- Registered forwarding settings
- Key Pair and Server Certificate registered in Certificate Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen)

## Remark

- Before initiating the Initialize All Data/Settings mode, make sure that the data you are erasing is completely unnecessary. Note that Canon will not be liable for any damages resulting from the loss of data.
- If the optional Card Reader-C1 is attached to the machine, and does not operate properly after initializing the data, contact your local authorized Canon dealer.
- To prevent other users from accidentally erasing all the data on the hard disk, it is recommended to register a System Manager ID and System Password so that only the System Manager can perform this procedure.
- Confirm that there are no current jobs being processed before using the Initialize All Data/Settings mode.
- Back up any necessary data before initializing the data in the machine. You can back up the following data:
  - Address Book, Additional Functions settings, Forwarding Settings, and User Inbox Document Data (For information on exporting this data, see the Remote UI Guide.)
  - License files for MEAP applications (For information on downloading license files, see the MEAP SMS Administrator Guide.)
  - User authentication information registered in the Local Device Authentication System of SSO-H (Single Sign-On H) (For information on exporting authentication information, see the MEAP SMS Administrator Guide.)
  - Settings which can be sent using the Device Information Delivery mode (Can only be backed up if you have another iR machine with the Device Information Delivery mode. It is not necessary to back up this data if you want to use the data already registered in the other iR machine. For more information on the Device Information Delivery mode, see "Specifying Device Information Delivery Settings(p.6-53).")
  - Data saved from MEAP applications (Depending on the MEAP application, you may be able to back up this data. For more information, see the MEAP SMS Administrator Guide.)
- You cannot access the machine while the hard disk is being initialized.
- The Initialize All Data/Settings mode does not delete any data the machine has stored on a server or computer.

1. **Press → [System Settings] → [Initialize All Data/Settings].**

2. **Press [Yes].**

   It may take more than 30 minutes to initialize the hard disk.

   If there are any current jobs being processed, they will be cancelled, and then erased.

3. **After the hard disk is initialized, the control panel power switch automatically turns OFF and the main power switch of machine automatically switches to OFF ("⏻ " side).**

# Setting the Display Method When Entering a Password

You can set whether to display asterisks when entering confidential information, such as a password.

**Remark**

When the information is being displayed as asterisks, a screen prompting the user to re-enter the information for confirmation purposes is displayed.



1. **Press → [System Settings] → [Use Asterisks to Enter Access No./ Passwords].**

2. **Select [On] or [Off].**

   Details of each item are shown below.

   | | |
   |---|---|
   | [On]: | When registering confidential information, it will be displayed as asterisks. |
   | [Off]: | When registering confidential information, it will be displayed directly on the screen. |

# Setting the Secure Watermark Mode

You can select whether to set the Secure Watermark function for each copy job, print job, and print jobs from printer drivers, if performing such jobs with the Secure Watermark function always set. For more information on the Secure Watermark function, see the Copying and Mail Box Guide.

**Remark**

Secure Watermark Mode is displayed only if the optional Secure Watermark is activated.

# Forced Secure Watermark

Forced Secure Watermark enables you to set the machine to always print the specified hidden watermark on prints and copies.

**Remark**

The Forced Secure Watermark Mode can be set only if the optional Secure Watermark is activated.



1. **Press → [System Settings] → [Secure Watermark Mode] → [Forced Secure Watermark].**

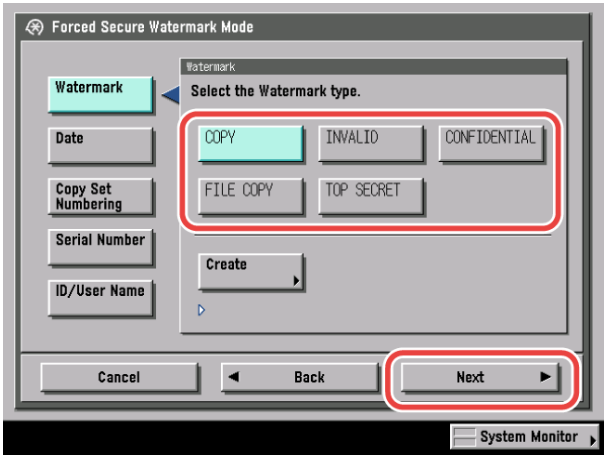
2. **Press [Set] for the desired function.**

3. **Select the type of secure watermark to embed (Watermark, Date, Copy Set Numbering, Serial Number, or ID/User Name).**

- If you select [Watermark]:
- If you select [Watermark] → [Create]:
- If you select [Date]:
- If you select [Copy Set Numbering]:
- If you select [Serial Number]:
- If you select [ID/User Name]:

## If you select [Watermark]:

☐ **Select a preset watermark → press [Next].**




## If you select [Watermark] → [Create]:

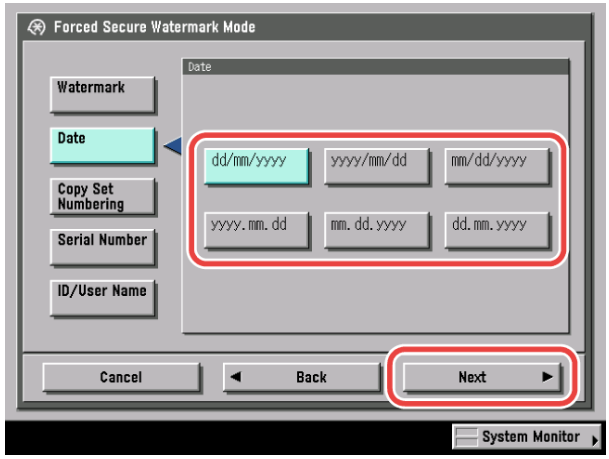
☐ **Press [Enter] → enter the desired text → press [OK] → [OK] → [Next].**

If you have registered characters in Register Characters for Page No./Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

For instructions on entering characters, see "Basic Operations(p.3-1)."

## If you select [Date]:

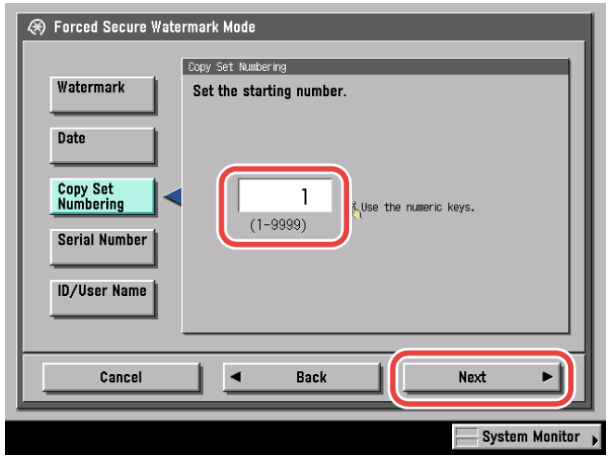
☐ **Select the date format → press [Next].**





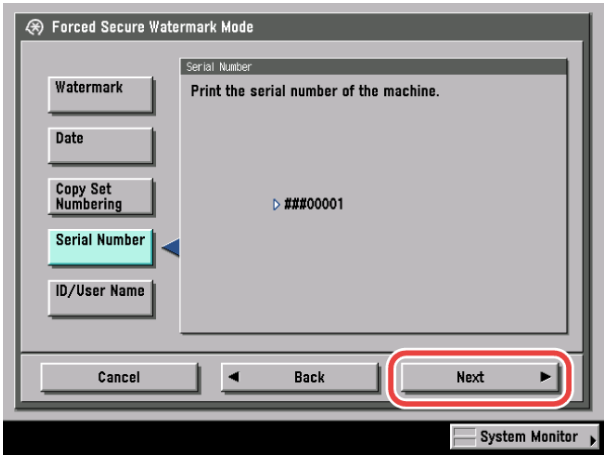

● **If you select [Copy Set Numbering]:**

☐ **Enter the starting number using 0 - 9 (numeric keys) → press [Next].**




● **If you select [Serial Number]:**

☐ **Press [Next].**




The serial number that is displayed in the Job/Print Status Display Area when you press ⊙ on the control panel is printed.

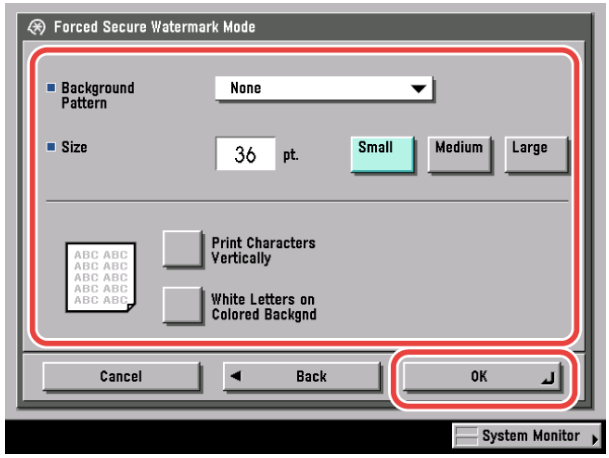
## If you select [ID/User Name]:

☐ **Press [Next].**

The ID or User Name of the user printing the document is printed.

The watermark "COPY" is printed if a login service is not set.

4. **Select the background pattern → select the size of the text → press [OK].**




To print pattern on the background of copy, select the background pattern from the Background Pattern drop-down list.

You can select [Small] (36 pt.), [Medium] (54 pt.), or [Large] (72 pt.) for the size of the text.

To print the characters vertically across the page, press [Print Characters Vertically].

To use white letters on a coloured background, press [White Letters on Colored Backgnd].

# Printer Driver Secure Watermark

If you set the Printer Driver Secure Watermark mode, you can select whether to set the Secure Watermark function for each job.

**Remark**

If both Forced Secure Watermark and Printer Driver Secure Watermark are set at the same time, Forced Secure Watermark is given priority.



1. **Press → [System Settings] → [Secure Watermark Mode] → [Printer Driver Secure Watermark].**

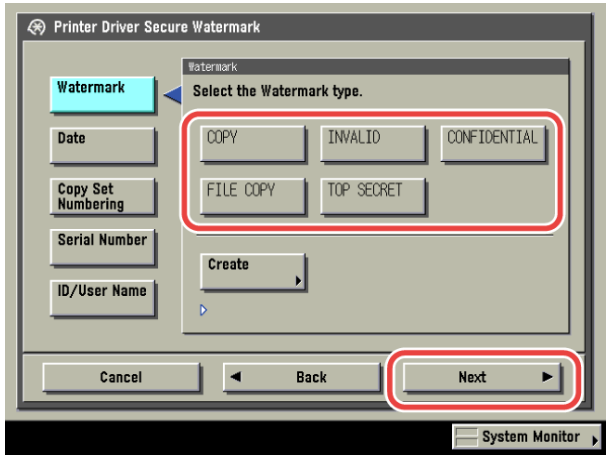
2. **Press [Set] for the desired function.**

3. **Select the type of secure watermark to embed (Watermark, Date, Copy Set Numbering, Serial Number, or ID/User Name).**

- If you select [Watermark]:
- If you select [Watermark] → [Create]:
- If you select [Date]:
- If you select [Copy Set Numbering]:
- If you select [Serial Number]:
- If you select [ID/User Name]:

## If you select [Watermark]:

☐ **Select a preset watermark → press [Next].**




● **If you select [Watermark] → [Create]:**

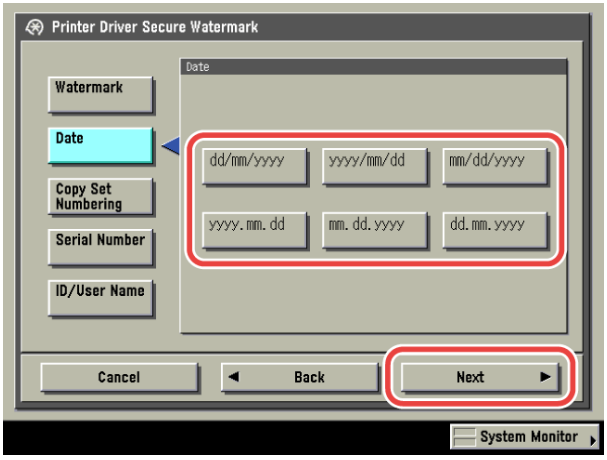
☐ **Press [Enter] → enter the desired text → press [OK] → [OK] → [Next].**

If you have registered characters in Register Characters for Page No./Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

For instructions on entering characters, see "Basic Operations(p.3-1)."

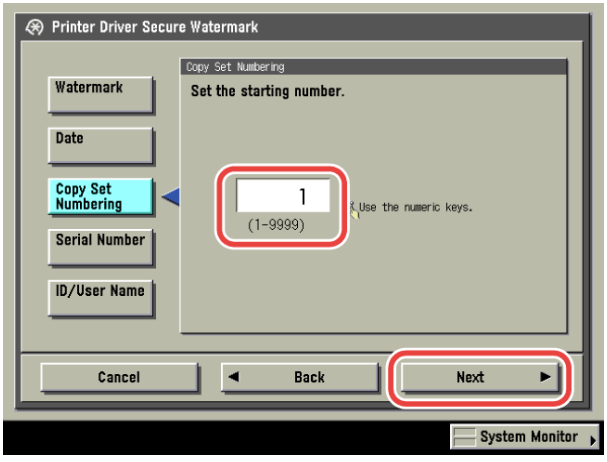
● **If you select [Date]:**

☐ **Select the date format → press [Next].**



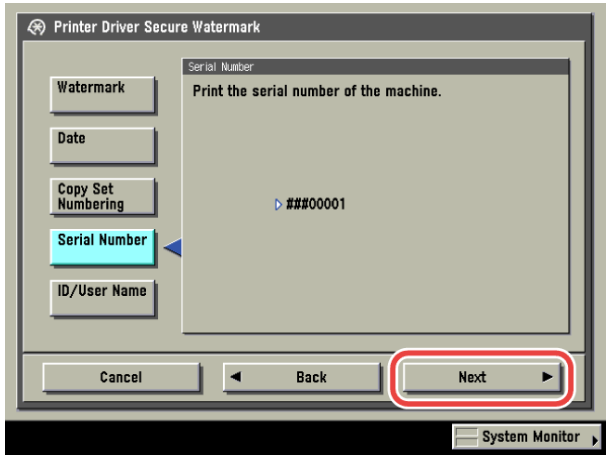

● **If you select [Copy Set Numbering]:**

☐ **Enter the starting number using ⓪ - ⑨ (numeric keys) → press [Next].**




● **If you select [Serial Number]:**

☐ **Press [Next].**




The serial number that is displayed in the Job/Print Status Display Area when you press ⊙ on the control panel is printed.

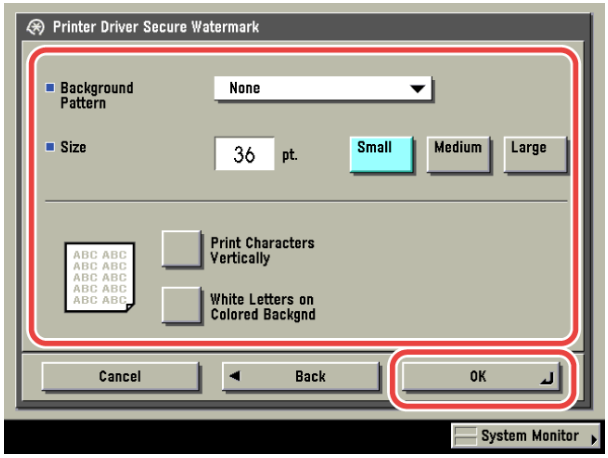
## If you select [ID/User Name]:

☐ **Press [Next].**

The ID or User Name of the user printing the document is printed.

The watermark "COPY" is printed if a login service is not set.

4. **Select the background pattern → select the size of the text → press [OK].**




To print pattern on the background of copy, select the background pattern from the Background Pattern drop-down list.

You can select [Small] (36 pt.), [Medium] (54 pt.), or [Large] (72 pt.) for the size of the text.

To print the characters vertically across the page, press [Print Characters Vertically].

To use white letters on a coloured background, press [White Letters on Colored Backgnd].

# Specifying Encrypted Secured Printing Settings

You can specify settings relating to encrypted secured printing.

**Remark**

- Encrypted Print Settings can be set only if the Encrypted Printing Software is activated.

## Setting to Receive Only Encrypted Secured Print Jobs

You can set the machine to only receive encrypted secured print jobs from computers.

1. **Press → [System Settings] → [Encrypted Print Settings] → [Only Allow Encrypted Print Jobs].**

2. **Select [On] or [Off] → press [OK].**

# Detecting and Installing Drivers that Support Functions Specified on the Machine into Your Computer

From the machine, you can specify functions suitable for the fax board or printer kit installed in the machine. From your computer, you can detect and install drivers that are compatible with the specified functions.

**Remark**

- The PDL Selection (PnP) function is displayed in the following cases:
  - When two or more types of PDL print functions are enabled
  - When one or more type of PDL print function is enabled and an optional fax board is installed
- If the desired driver is not in your computer, detection and installation cannot be performed.



1. **Press → [System Settings] → [PDL Selection (PnP)].**

2. **Select the button for the function that is applicable to Plug and Play settings → press [OK].**

   The displayed function buttons may differ, depending on the optional equipment that is attached.

   Changes are only effective after you restart the machine (the main power switch is turned OFF, and then back ON). For instruction on restarting (turning the main power switch OFF and then ON) the machine, see "Before You Start Using This Machine."

# Specifying Settings for All User Inboxes

You can specify settings for the time until documents in all of the user inboxes are erased automatically, as well as whether to print upon storing from the printer driver.

**Remark**

- If these settings have been previously specified for individual user inboxes, the settings set in [Settings for All User Inboxes] are given priority, regardless of password settings for each user inbox.
- If settings for individual user inboxes are changed after specifying settings in [Setting for All Use Inboxes], the settings for each individual user inbox are given priority.

## Setting the Time until Documents Are Automatically Erased

You can specify settings for the time until documents in all of the user inboxes are erased automatically, as well as whether to print upon storing from the printer driver.

1. **Press → [System Settings] → [Settings for All User Inboxes] → [Time until Document Auto Erase].**

2. **Press [ ▼ ] or [ ▲ ] to set the time until documents are automatically erased → press [OK].**

# Printing upon Storing from the Printer Driver

When storing documents from a computer into a user inbox, you can set whether to print the result of the storing process. Select [On] to print the results.

1. **Press → [System Settings] → [Settings for All User Inboxes] → [Print Upon Storing From the Printer Driver].**

2. **Select [On] or [Off] → press [OK].**

# Restricting Printer Jobs

You can specify whether to restrict printer jobs so that they can only be stored in user inboxes.

1. **Press → [System Settings] → [Restrict Printer Jobs].**

2. **Select [On] or [Off] → press [OK].**

Details of each item are shown below.

| | |
|---|---|
| [On]: | Restricts jobs from printer drivers. Jobs can only be stored in user inboxes. |
| [Off]: | There are no restrictions for jobs from printer drivers. Jobs can be stored in user inboxes and/or can be printed. |

# Storing/Editing Irregular Paper Types

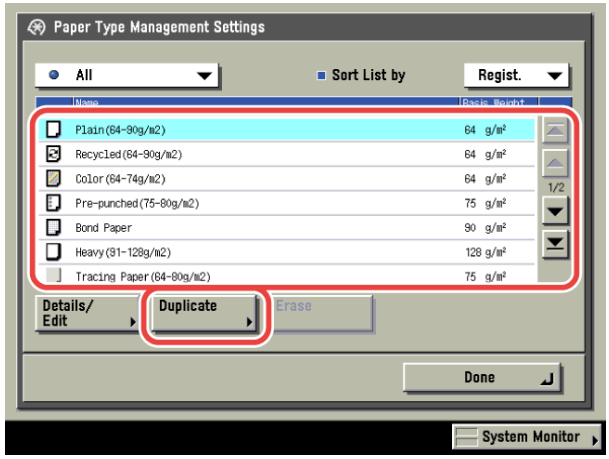
You can register up to 200 paper types with new names other than the default paper types registered in the machine. You can register a paper type by editing the name after duplicating the closest paper type from a registered paper type.

**Remark**

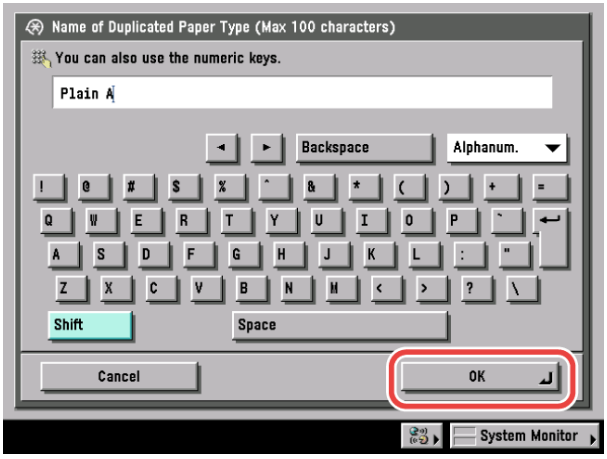
- When printing the received document, paper types that the user specifies are not available.

1. **Press → [System Settings] → [Paper Type Management Settings].**

2. **Select from the list a paper type that has closely resembling characteristics to the paper type you are going to register → press [Duplicate].**



### 3. Enter a name → press [OK].

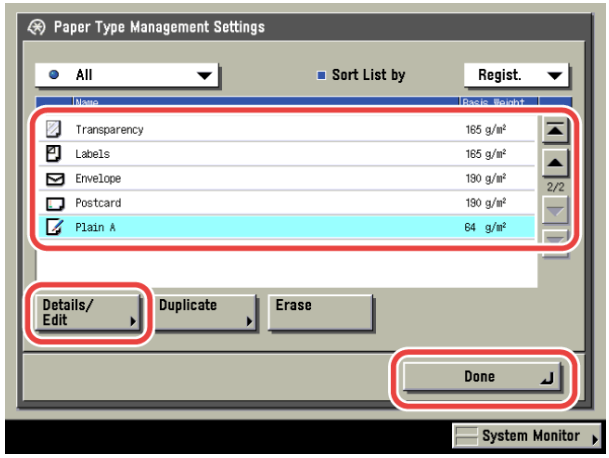



The paper type name cannot be registered in the following cases:

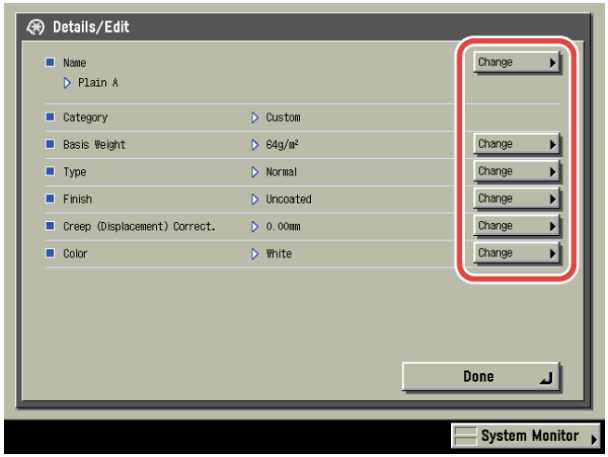
- If the name is the same as the duplicated paper type.
- If the name is left blank.

1. **Press → [System Settings] → [Paper Type Management Settings].**

2. **Select a paper type that you have registered from the list → press [Details/Edit].**



### 3. Press [Change].

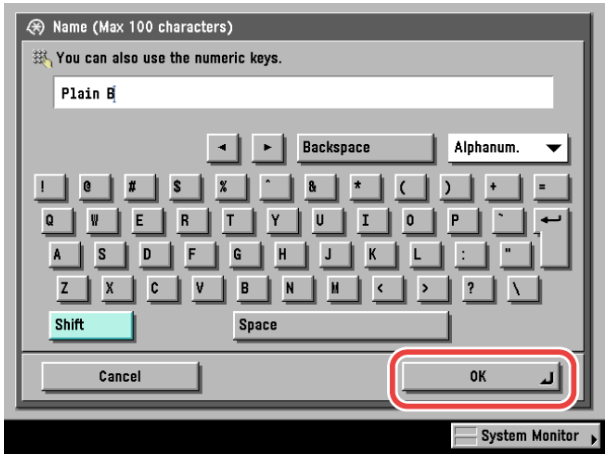



If you change the name of irregular paper types that are currently loaded in a paper source, you must re-register the paper type for paper drawers, stack bypass, and paper decks. For more information on registering the paper type in a paper source, see "Additional Functions(p.5-1)."

The names of the paper types registered by default cannot be changed.

You can only edit the contents for <Name>. Detailed information for <Category>, <Basis Weight>, <Finish>, <Type>, <Creep (Displacement) Correct.>, and <Color> are displayed.

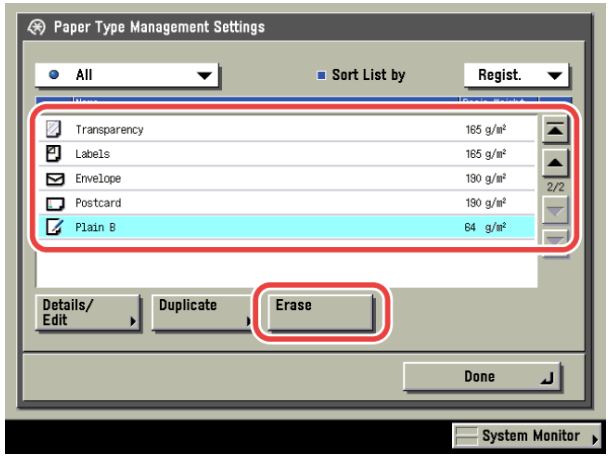
### 4. Enter the name → press [OK].



# Erasing Irregular Paper Types

1. **Press → [System Settings] → [Paper Type Management Settings].**

2. **Select a paper type that you have registered from the list → press [Erase].**




Confirm the contents to be erased.

3. **Press [Yes].**

Canon

**Canon Inc.**
30-2, Shimomaruko 3-chome,
Ohta-ku, Tokyo 146-8501, Japan

Europe, Africa and Middle East
**Canon Europa N.V.**
P.O. Box 2262,
1180 EG Amstelveen, Netherlands

**Canon Middle East FZ-LLC**
P.O. Box 27616
Dubai
United Arab Emirates

email: info@canon-me.com

Specifications subject to change without notice.
**© Canon Europa N.V. 2008**